

URBAN / MUNICIPAL

CA4 ON HBL AOS
CSIP2

HAMILTON, Ont. COUNCIL
Committee Agendas -

PERSONNEL COMMITTEE



THE CORPORATION OF THE CITY OF HAMILTON

City Hall, 71 Main Street West, Hamilton, Ontario L8N 3T4

NOTICE OF MEETING

Personnel Committee

Wednesday, October 21, 1987
9:00 o'clock a.m.
Room 233, City Hall

CA4 ON HBL AOS
CSIP2
1987

E. A. Simpson
Secretary

EAS/dg
att.

AGENDA

1. Adoption of the Minutes of the meeting held September 23, 1987
2. Fire Department
 - (a) 1988 - 1992 Capital Budget
3. Commissioner of Human Resources
 - (a) AIDS Policy
 - (b) Appointments and Terminations
4. Status of Women Sub-Committee
 - (a) Flex Hours and Time Sharing
5. A. M. O.
 - (a) Establish a Salary Commission
6. Information Item - Pay Equity/Job Evaluation
7. Other Business
8. Adjournment

URBAN MUNICIPAL

OCT 21 1987

GOVERNMENT DOCUMENTS

Wednesday, 1987 September 23
9:00 o'clock a.m.
Room 233, City Hall

1.

The Personnel Committee met.

There were present: Alderman M. Kiss, Chairperson
Alderman R. Wheeler, Vice-Chairman
Alderman W. McCulloch
Alderman B. Hinkley
Alderman J. Smith
Alderman H. Merling

Absent: Mayor R. Morrow
Alderman D. Christopherson - (Vacation)
Alderman D. Ross

Also present: Mrs. C. Lowe, Commissioner of Human Resources
Mrs. D. Jones, Manager of Personnel Services
E. A. Simpson, Secretary

The minutes of the meeting held Tuesday, 1987 August 19 were taken as read and approved.

The Committee was in receipt of a resolution adopted by the Council of the City of Stoney Creek thanking the City of Hamilton Fire Department for its co-operation and assistance provided under the Mutual Aid Program.

The Committee approved for recommendation to City Council Appointments and Terminations in permanent and temporary service with The Corporation of the City of Hamilton to 1987 September 10.

On the recommendation of the Commissioner of Human Resources the Committee approved of the following reclassifications for submission to City Council:

(a) Stenographer positions reporting to Legislative Assistants II in the City Clerk's Department:

- (i) One (1) position, a Stenographer I, reclassified downwards to a Stenographer II position. (This position is currently vacant).
- (ii) The other position, a Stenographer IV position, reclassified upwards to a Stenographer II position. The salary range for the Stenographer II position is \$382.03 to \$409.45 per week. In connection with the Stenographer IV position the present incumbent, Mrs. Joanne Cers, who is currently paid \$339.48 per week, to be paid \$382.03 per week.

These reclassifications to be retroactive to September 1, 1987.

(b) The position of Stenographer II, Plan Examination Division, Building Department, Salary Schedule E-4, \$382.03 to \$409.45 per week to Stenographer I, Salary Schedule E-5, \$391.22 to \$439.87 per week. Mrs. Debora Miscione, the present incumbent, now paid \$409.45 per week (maximum), to be paid \$439.87 per week (maximum), effective July 28, 1987.

87-100
Resolution of
Appreciation from
City of Stoney Creek -
Thanking Fire Dept.-
Mutual Aid Program
87-101
Appointments &
Terminations

87-102
Reclassification of
stenographer positions
reporting to Legisla-
tive Assistants II-
City Clerk-s Dept.
87-103

Mrs. J. Cers, Steno-
grapher IV, to be
reclassified to
Stenographer II

87-104
Mrs. Debora Miscione,
Stenographer II,
Plan Examination Div.,
Building Department
to be reclassified
to Stenographer I

87-105
Ms. Lian Lawrence
to be hired as
Solicitor IV, City
Solicitor's Dept.

87-106
Mr. P. Eker to
attend October 21st
meeting concerning
his retirement

87-107
Mr. A. Tabuns, an
employee of Central
Garage, authorized
to carry over 15
days vacation to
1988
87-108
Report on employee
recognition sub-
mitted by Mr. Sage

On the recommendation of the Commissioner of Human Resources, the Committee authorized the City Solicitor to retain the services of Ms. Lian Lawrence, a qualified lawyer currently employed as a student-at-law in the City Solicitor's Department. Ms. Lawrence to be hired as a Solicitor IV, at a salary of \$34,902.92 per annum, effective October 1, 1987. The hiring of this lawyer is a part of the overall plan to replace Mr. P. Eker who will be retiring.

A letter dated September 17, 1987, was received from Mr. P. Eker, City Solicitor's Department, advising that he would not be available to meet with the Committee on the matter of his retirement, and asking that the matter be laid over until the October 21st meeting of the Committee. The Committee concurred.

The Committee authorized Mr. A. Tabuns, an employee of the Central Garage, to carry over 15 days of his 1987 vacation until 1988. Mr. Tabuns made this request because he has been off sick from May 1, 1987 until August 17, 1987, and he feels he has been off work long enough this year.

For the information of the members of the Committee Mr. L. Sage, Chief Administrative Officer, submitted a report dated September 11, 1987, on employee recognition

The meeting then adjourned.

Taken as read and approved.

ALDERMAN M. KISS, CHAIRPERSON

E. A. SIMPSON, SECRETARY

Typed by G. Kerr.

2

FOR ACTION

FROM L.G. SALTMARSH, CHIEF DATE AUGUST 11, 1987
TO PERSONNEL COMMITTEE Refer To File No. 7.1.1 (1988)
Attention Of _____
Your File No. _____

SUBJECT

1988 - 1992 Capital Budget

RECOMMENDATION

That the 1988 - 1992 Capital Budget Projects of the Hamilton Fire Department be approved and forwarded to the Treasurer for consideration in the 1988 - 1992 Capital Budget.

L.G. Saltmarsh

BACKGROUND

The following changes have been made to the approved 1987 - 1991 Capital Budget.

PROJECT

30258 - Gross Cost - Increased to \$1,300,000 - Update of Construction for 1990.

31000 - Gross Cost - Increased to \$625,000 - Estimate is based on highest of 3 possible parcels, updated for 1991.

31001 - Gross Cost - Increased to \$2,050,000 - Based on two Bay Station being required to amalgamate 2 existing stations.

38259 - No change in estimated cost of this Project.

ESTIMATED CAPITAL BUDGET PROGRAM 1987-1991, COST AND FINANCING OF PROJECTS AS AT JUL. 10, 1987

SECTION 03 PROTECTION TO PERSONS AND PROPERTY

SUB-SECTION 033 FIRE DEPARTMENT

1	30258	FIRE STATION STONE	1990	1991	1,300	1,300	1,300
2		CHURCH ROAD AND					
3		UPPER WELLINGTON -					
4		CONSTRUCTION					
5		ANNUAL OPERATING					
6	0	COSTS-\$1900.000					
1	31000	FIRE STATION UPPER	1991	1992	625	625	625
2		SHERMAN AND					
3		FENNEL					
4		AVENUE- AND					
		ACQUISITION					

1	31001	FIRE STATION UPPER SHERMAN AND FENNEL AVENUE	1991	1992	2,050	1,050	1,000	2,050	1,000
2									
3									
4	1990	CONSTRUCTION							
5		ANNUAL OPERATING							
6	0	ANNUAL OPERATING COSTS - NIL							
1	38259	FIRE STATION STONE CHURCH ROAD AND UPPER WELLINGTON- VEHICLE PURCHASE	1988	1990	300	300	300	300	300
2									
3									
4	1988								
5									
6	0								
TOTAL SUB-SECTION 033					4,275	1,050	3,225	4,275	300 1,300 1,625
TOTAL SECTION 03					4,275	1,050	3,225	4,275	300 1,300 1,625

City of Hamilton
Treasury

1988-1992 CAPITAL BUDGET
INDIVIDUAL CAPITAL PROJECT SUBMISSION FORM

1. DEPARTMENT/LOCAL BOARD	FIRE		
2. (a) PROJECT NUMBER	30258		
(b) PROJECT NAME	FIRE STATION, STONE CHURCH ROAD AND UPPER WELLINGTON AREA - CONSTRUCTION		
3. DETAILED DESCRIPTION, STATING PURPOSE, TYPE OF PROJECT, LOCATION, ETC.	PROVIDE EMERGENCY FIRE PROTECTION WITHIN REQUIRED TIME LIMITS TO THE SOUTH-CENTRAL AREA OF THE CITY, ABOVE THE ESCARPMENT. THE PURCHASE OF REQUIRED LAND FOR CONSTRUCTION OF THIS STATION WAS COMPLETED IN 1987.		
4. (a) PROJECT STARTING DATE	1990		
(b) PROJECT FINISHING DATE	1990		
(c) YEAR ONTARIO MUNICIPAL BOARD APPROVAL REQUIRED	1989		
5. (a) GROSS COST OF PROJECT	\$ 1,300,000		
(b) SUBSIDIES AND OTHER RECEIPTS	\$ --		
(c) CITY'S COST	\$ 1,300,000		
6. (a) YEAR OF EXPENDITURE - 1988		\$ _____	NO. OF PERSON YEARS CREATED
- 1989		\$ _____	_____
- 1990		\$ 1,300,000	12
- 1991		\$ _____	_____
- 1992		\$ _____	_____
- 1993 AND AFTER		\$ _____	_____
(b) TOTAL NUMBER OF PERSON YEARS CREATED		=====	12
7. ADDITIONAL JOBS TO BE CREATED BY THE PROJECT	20 FIREFIGHTING PERSONNEL		
8. ANNUAL OPERATING COST	\$ 900,000		
9. EFFECT OF REDUCTION IN COST, DELAY OR ELIMINATION BY EXECUTIVE COMMITTEE OR CITY COUNCIL			
(1) INADEQUATE FACILITY IF COST IS REDUCED			
(2) INFLATION EFFECT ON CONSTRUCTION, IF DELAYED			
(3) INADEQUATE FIRE PROTECTION IF ELIMINATED			

Signature of
Department Head/Local Board Manager

Signature of C.A.O.

October 15, 1987

Date

Date

City of Hamilton
Treasury

1988-1992 CAPITAL BUDGET
INDIVIDUAL CAPITAL PROJECT SUBMISSION FORM

1. DEPARTMENT/LOCAL BOARD	FIRE	
2. (a) PROJECT NUMBER	31000	
(b) PROJECT NAME	FIRE STATION UPPER SHERMAN AND FENNELL AVENUE AREA - LAND ACQUISITION	
3. DETAILED DESCRIPTION, STATING PURPOSE, TYPE OF PROJECT, LOCATION, ETC.	TO PURCHASE LAND FOR THE CONSTRUCTION OF A FIRE STATION IN 1991 THAT WOULD AMALGAMATE 2 EXISTING STATIONS THAT ARE LOCATED ON UPPER GAGE AT QUEENSDALE AND ON UPPER WENTWORTH AT MOHAWK.	
4. (a) PROJECT STARTING DATE	1991	
(b) PROJECT FINISHING DATE	1991	
(c) YEAR ONTARIO MUNICIPAL BOARD APPROVAL REQUIRED	1990	
5. (a) GROSS COST OF PROJECT	\$ 625,000	
(b) SUBSIDIES AND OTHER RECEIPTS	\$ -	
(c) CITY'S COST	\$ 625,000	
		NO. OF PERSON YEARS CREATED
6. (a) YEAR OF EXPENDITURE - 1988	\$	
- 1989	\$	
- 1990	\$	
- 1991	\$ 625,000	-
- 1992	\$	
- 1993 AND AFTER	\$	
(b) TOTAL NUMBER OF PERSON YEARS CREATED	=====	
7. ADDITIONAL JOBS TO BE CREATED BY THE PROJECT	N/A SEE PROJECT 31001	
8. ANNUAL OPERATING COST	\$	N/A
9. EFFECT OF REDUCTION IN COST, DELAY OR ELIMINATION BY EXECUTIVE COMMITTEE OR CITY COUNCIL	PROPOSED AMALGAMATION OF SERVICES WOULD BE DELAYED UNTIL LAND ACQUISITION AND SUBSEQUENT CONSTRUCTION IS COMPLETED.	

Signature of
Department Head/Local Board Manager

Signature of C.A.O.

October 15, 1987

Date

Date

City of Hamilton
Treasury

1988-1992 CAPITAL BUDGET
INDIVIDUAL CAPITAL PROJECT SUBMISSION FORM

1. DEPARTMENT/LOCAL BOARD	<u>FIRE</u>	
2. (a) PROJECT NUMBER	<u>31001</u>	
(b) PROJECT NAME	<u>FIRE STATION, UPPER SHERMAN AND PENNELL AVE.</u>	
	<u>AREA - CONSTRUCTION</u>	
3. DETAILED DESCRIPTION, STATING PURPOSE, TYPE OF PROJECT, LOCATION, ETC.	<u>TO MORE CENTRALLY PROVIDE EMERGENCY FIRE PROTECTION IN THE AREA</u>	
	<u>PRESENTLY SERVICED BY 2 FIRE STATIONS THAT ARE LOCATED ON UPPER</u>	
	<u>GAGE AT QUEENSDALE AND ON UPPER WENTWORTH AT MOHAWK.</u>	
4. (a) PROJECT STARTING DATE	<u>1991</u>	
(b) PROJECT FINISHING DATE	<u>1992</u>	
(c) YEAR ONTARIO MUNICIPAL BOARD APPROVAL REQUIRED	<u>1990</u>	
5. (a) GROSS COST OF PROJECT	<u>\$ 2,050,000</u>	
(b) SUBSIDIES AND OTHER RECEIPTS	<u>\$ -</u>	
(c) CITY'S COST	<u>\$ 2,050,000</u>	
		<u>NO. OF PERSON</u>
		<u>YEARS CREATED</u>
6. (a) YEAR OF EXPENDITURE - 1988	\$	
- 1989	\$	
- 1990	\$	
- 1991	\$	<u>1,000,000</u>
- 1992	\$	<u>1,050,000</u>
- 1993 AND AFTER	\$	
		<u>6</u>
		<u>6</u>
		<u>12</u>
(b) TOTAL NUMBER OF PERSON YEARS CREATED		
7. ADDITIONAL JOBS TO BE CREATED BY THE PROJECT	<u>NONE</u>	
8. ANNUAL OPERATING COST - MINIMAL REDUCTION IN PRESENT COSTS		<u>\$</u>
9. EFFECT OF REDUCTION IN COST, DELAY OR ELIMINATION BY EXECUTIVE COMMITTEE OR CITY COUNCIL	<u>PROPOSED AMALGAMATION OF SERVICES WOULD BE DELAYED UNTIL AN ADEQUATE FACILITY IS PROVIDED.</u>	

Signature of
Department Head/Local Board Manager

Signature of C.A.O.

October 15, 1987

Date

Date

City of Hamilton
Treasury

1988-1992 CAPITAL BUDGET
INDIVIDUAL CAPITAL PROJECT SUBMISSION FORM

1. DEPARTMENT/LOCAL BOARD	FIRE	
2. (a) PROJECT NUMBER	38259	
(b) PROJECT NAME	FIRE STATION, STONE CHURCH ROAD AND UPPER WELLINGTON AREA - VEHICLE PURCHASE	
3. DETAILED DESCRIPTION, STATING PURPOSE, TYPE OF PROJECT, LOCATION, ETC.	TO PURCHASE A NEW PUMP TRUCK REQUIRED FOR THE PROVISION OF EMERGENCY FIRE SERVICES FROM THIS FIRE STATION.	
<hr/> <hr/> <hr/>		
4. (a) PROJECT STARTING DATE	1989	
(b) PROJECT FINISHING DATE	1990	
(c) YEAR ONTARIO MUNICIPAL BOARD APPROVAL REQUIRED	1988	
5. (a) GROSS COST OF PROJECT	\$	300,000
(b) SUBSIDIES AND OTHER RECEIPTS	\$	--
(c) CITY'S COST	\$	300,000
<u>NO. OF PERSON YEARS CREATED</u>		
6. (a) YEAR OF EXPENDITURE - 1988	\$	
- 1989	\$	300,000
- 1990	\$	
- 1991	\$	
- 1992	\$	
- 1993 AND AFTER	\$	
(b) TOTAL NUMBER OF PERSON YEARS CREATED	-----	
7. ADDITIONAL JOBS TO BE CREATED BY THE PROJECT	N/A SEE PROJECT 30258	
8. ANNUAL OPERATING COST - DEPRECIATION AND INSURANCE	\$ 25,000.	
9. EFFECT OF REDUCTION IN COST, DELAY OR ELIMINATION BY EXECUTIVE COMMITTEE OR CITY COUNCIL		
(1) PUMP TRUCK WOULD NOT BE PURCHASED		
(2) EMERGENCY FIRE SERVICES COULD NOT BE PROVIDED.		
<hr/> <hr/>		

Signature of
Department Head/Local Board Manager

Signature of C.A.O.

Octcber 15, 1987

Date

Date

FOR ACTION

3a

FROM Commissioner, Human Resources Centre

DATE October 8, 1987

TO Personnel Committee

Refer To File No. _____

Attention Of _____

Your File No. _____

SUBJECT:

Acquired Immune Deficiency Syndrome (AIDS)

RECOMMENDATION:

- (a) That City Council adopt the attached policy;
- (b) and, that it and the guidelines be referred to the various Unions for information;
- (c) and, that it and the guidelines be made available to every employee of the Corporation.

BACKGROUND

There exists a great deal of concern in the workplace regarding the health and safety hazards related to contracting Acquired Immune Deficiency Syndrome (AIDS).

The Municipality of Metropolitan Toronto recently adopted a policy and guidelines with respect to AIDS. The entire policy and guidelines are attached for your information. Their report is quite detailed and we would, therefore, recommend adoption of a similar policy. Similar procedural guidelines will be established by the Human Resources Centre.

*Alf S. /
Attachment*

attachment

POLICY

The Corporation of the City of Hamilton recognizes and respects the rights of all of its employees as these rights have been developed and defined under federal and provincial laws, collective agreements and management policies. The City has an obligation to provide a safe work environment for its employees and the safe delivery of services to its clients. At the same time, it is recognized that employees handicapped by illness have a right to pursue those activities which their conditions allow, including continuing to work. As long as these employees are able to perform the essential duties of their jobs in a satisfactory manner, and medical evidence indicates that their continuing to work does not pose a safety or health hazard to themselves or others, the City will deal with them if and when the need arises, according to the usual procedures governing personnel decisions.

It is recognized that AIDS is an extremely serious medical condition, and that no medical cure, nor a vaccine to prevent its spread, has yet been found. For these reasons, many people have deep concerns about contracting AIDS and need assurance that their safety will be protected.

The City is committed to addressing these concerns with sensitivity, and through an ongoing programme of information and education for its employees.

While the best available medical opinion indicates that AIDS cannot be contracted through casual contact or most workplace activities, the City will review all situations where employees may, in the course of their duties, be exposed to the bodily fluids of others, and co-ordinate the implementation and regular review and amendment of safety procedures, and the provision of clothing and devices to give effect to such procedures.

Where procedures have been duly established, the City will give its full support to the taking of precautions and the use of protective clothing and equipment called for by the procedures.

As with other diseases, the worst enemies in battling AIDS are fear and ignorance. The City undertakes to obtain and utilize the most up-to-date and authoritative medical information available for the purpose of educating and protecting its employees and members of the public with whom they deal

RECEIVED

JUL 13 1987

HUMAN RESOURCES CENTRE

Clause embodied in Report No. 18 of The Metropolitan Executive Committee, as adopted by the Council of The Municipality of Metropolitan Toronto at its meeting held on June 23, 1987.

1

**PROPOSED AIDS POLICY FOR THE
MUNICIPALITY OF METROPOLITAN TORONTO.**

The Metropolitan Executive Committee recommends the adoption of the following report (June 11, 1987) from the Metropolitan Toronto Chairman:

Recommendation:

It is recommended that the Metropolitan Council adopt the attached Policy and direct that it be forwarded, with the accompanying Guidelines, to every employee of the Metropolitan Corporation and of its local boards and commissions.

Background:

Attached for your consideration is a Policy and Guidelines with respect to Acquired Immune Deficiency Syndrome (AIDS).

If the Metropolitan Council adopts this policy and implements the guidelines accompanying it, it will join a small but growing number of Canadian employers who have acknowledged that AIDS is not only a serious medical problem but also a significant social problem. As the number of people with AIDS, or carrying the AIDS virus increases, there is also increased potential for fear, hysteria and the spreading of misinformation. This may result in discrimination against persons who suffer from AIDS or who are suspected of having AIDS. It is critical that progressive employers develop policies and procedures which will help to protect employees and clients from the disease and, in the case of people with AIDS, from fear and discrimination.

AIDS is, for the most part, not a workplace disease. However there can be no doubt that it affects the workplace. The enclosed policy statement, in keeping with the commitment of the Metropolitan Corporation to provide leadership in human rights, attempts to balance the rights of individuals suffering from AIDS with the rights of employees to work in a safe environment, and the rights of clients to have services delivered in a safe and non-discriminatory way. The Policy was also developed as a tool to assist managers to improve their ability to manage the situation of AIDS in the workplace. The policy calls for a programme to educate employees on how AIDS is transmitted and to provide them with knowledge of safe workplace practices, and the appropriate protective clothing and equipment.

This policy statement has been developed through consultation and collaboration among the Chief Administrative Officer's Department (Equal Employment Opportunity Division), the Metropolitan Solicitor and the Legal Department, the Personnel Department, the Metropolitan Toronto Police Force, the Ambulance Services Department and the Community Services Department, and has been endorsed by the Committee of Department Heads. In addition, consultation has taken place with the AIDS Committee of Toronto and the Medical Officers of Health of the area municipalities.

Both the policy and the guidelines are based upon and supported by the most up-to-date medical information now available, and embody mechanisms whereby amendments may be made in response to new developments in reliable medical research.

Acceptance of this policy will provide an important signal to the Corporation's employees and to the public at large that the Metropolitan Council acknowledges the complexities and problems presented by AIDS. It is hoped that by the adoption of the policy and the promulgation of the Guidelines, the Metropolitan Corporation can play a part in assisting our society to deal with this issue in a constructive manner.

It is therefore recommended that the Metropolitan Council adopt the attached policy and direct that it be made available with the accompanying guidelines, to every employee of the Metropolitan Corporation and of its local boards and commissions.

Policy and Guidelines
with respect to AIDS
for the Municipality of Metropolitan Toronto

POLICY

The Municipality of Metropolitan Toronto recognizes and respects the rights of all of its employees as these rights have been developed and defined under federal and provincial laws, collective agreements and management policies. The Metropolitan Corporation has an obligation to provide a safe work environment for its employees and the safe delivery of services to its clients. At the same time, it is recognized that employees handicapped by illness have a right to pursue those activities which their conditions allow, including continuing to work. As long as these employees are able to perform the essential duties of their jobs in a satisfactory manner, and medical evidence indicates that their continuing to work does not pose a safety or health hazard to themselves or others, the Metropolitan Corporation will deal with them, if and when the need arises, according to the usual procedures governing personnel decisions.

It is recognized that AIDS is an extremely serious medical condition, and that no medical cure, nor a vaccine to prevent its spread, has yet been found. For these reasons, many people have deep concerns about contracting AIDS, and need assurance that their safety will be protected.

The Metropolitan Corporation is committed to addressing these concerns with sensitivity, and through an ongoing programme of information and education for its employees.

While the best available medical opinion indicates that AIDS cannot be contracted through casual contact or most workplace activities, the Metropolitan Corporation will review all situations where employees may, in the course of their duties, be exposed to the bodily fluids of others, and co-ordinate the implementation and regular review and amendment of safety procedures, and the provision of clothing and devices to give effect to such procedures.

Where procedures have been duly established, the Metropolitan Corporation will give its full support to the taking of precautions and the use of protective clothing and equipment called for by the procedures.

As with other diseases, the worst enemies in battling AIDS are fear and ignorance. The Metropolitan Corporation undertakes to obtain and utilize the most up-to-date and authoritative medical information available, for the purpose of educating and protecting its employees and members of the public with whom they deal.

GUIDELINES

The medical information contained in these guidelines has been provided by the Ontario Ministry of Health and the Public Health Departments of the area municipalities.

I. FACTS ABOUT AIDS

- AIDS (acquired immune deficiency syndrome) describes the most serious form of an infection caused by a virus called the human immunodeficiency virus (HIV);
- some symptoms of AIDS are shared with other, less serious, illnesses;
- it is not easy to catch AIDS; it is not highly contagious, much less so than hepatitis B;
- the AIDS virus is very fragile and survives for only a short time outside the human body;
- AIDS is transmitted:
 - through sexual contact with an infected person;
 - through sharing contaminated needles or syringes;
 - through direct infusion of infected blood or blood products;
 - from an infected mother to an infant in the womb or during breastfeeding;
- the fact that a person has tested positive for HIV antibodies does not mean that he or she has AIDS, only that the virus has entered the bloodstream sometime in the past; however, it does mean that that person may infect others through the four means set out above;
- AIDS in Ontario is primarily a sexually transmitted disease, which may be contracted through both homosexual and heterosexual sexual contacts;
- there is no recorded case of AIDS being transmitted:
 - through casual contact with people and objects;
 - from toilet seats, sharing food or kitchenware, swimming pools, or water fountains;
 - through a handshake or hug;
 - through bites from mosquitoes or other insects;

- there is also no recorded case of AIDS contracted:
 - through saliva, tears or feces;
 - through everyday contact between members of families
 - through non-sexual contact with a co-worker;
 - through food preparation or food handling;
- Red Cross and Government authorities advise that there is no possibility of contracting the AIDS virus by donating blood through the Red Cross;
- there is no evidence that being in the same office, working on the same assembly line or using the same equipment as someone with AIDS, even for a long period of time, puts an employee at risk of becoming infected with the AIDS virus.

II. THE EDUCATION PROGRAMME

- An overwhelming majority of the population do not stand any appreciable risk of contacting AIDS in the course of their normal activities. However, it is important that everyone become informed about the nature of AIDS, so as to further minimize any risk which may exist;
- the Metropolitan Corporation will provide to all of its employees answers to common questions about AIDS, through a cross-corporation programme of in-service education, and will also make available to them a copy of this "Policy and Guidelines", and will provide further information and assistance, to enable them to deal with problems which may arise concerning AIDS;
- the best workplace weapon in the fight against AIDS and other communicable or life-threatening diseases is obtaining, using and transmitting up-to-date medical information. While no one has yet found answers to every question about AIDS, much is already known, and a body of authoritative information is being developed. The Metropolitan Corporation will take steps to ensure that any new information will be immediately communicated to its employees and incorporated into the Policy and Guidelines.
- the Metropolitan Corporation will co-ordinate the development of specific operating procedures and amendments to training manuals so as to enable employees to take steps to protect themselves and to respond to problems caused by life-threatening diseases and to peoples' perceptions and reactions to actual or suspected cases that may affect the workplace;
- it will be the intent of such procedures to utilize and communicate the results of the most up-to-date medical research available, and to maximize health protection for employees whose work-related activities may bring them into contact with the bodily fluids of others. Both existing procedures and those established after the promulgation of the "Policy and Guidelines" will be reviewed on a regular basis and amended when necessary, to incorporate medically-based improvements in health care and protection as they are developed and accepted.

- it is the intent of the Metropolitan Corporation, through the implementation of this policy and guidelines, to discourage inappropriate responses relating to AIDS or suspected AIDS, such as stereotyping, moralizing, unfounded fears, hysteria or a tendency to shun or harass those who have or are suspected of having AIDS, and to assist employees in dealing with inappropriate responses by others;
- every employee of the Metropolitan Corporation will be provided with information as to officials of the Corporation who may be contacted for information or assistance; all such contacts will be dealt with in confidence except to the extent necessary to protect the rights of other persons and the Metropolitan Corporation, in accordance with applicable law.

III. PROTECTING AGAINST AIDS

- The same precautions taken to protect against hepatitis B and other blood-borne infections are equally applicable against the AIDS virus, namely:
 - washing of hands;
 - covering of cuts or sores on hands;
 - cleaning equipment according to recommended procedures;
 - using disposable gloves, and gowns, face and eye protection, and other protective clothing and equipment, pursuant to established procedures;
 - cleaning anything contaminated with blood or other bodily fluids, using rubbing alcohol or a 1:9 solution of bleach and water;
- although police, ambulance and other emergency personnel may come into contact with blood and other bodily fluid in emergency situations, even if these fluids contain the AIDS virus, the risk of infection is very low. Nevertheless it is important that procedures be established and protective equipment provided to guard against infection of any kind;
- health care workers and community service workers should be aware that clients are concerned about infection and, in order to reassure them, as well as to protect themselves, should demonstrate a high level of professional competence and attention to hygiene techniques;
- employees are encouraged to advise management or their union safety committee of any concerns about AIDS safety or safety procedures; steps will be taken to address all such concerns;

IV. DEALING WITH EMPLOYEES AND OTHERS WHO HAVE OR MAY HAVE AIDS, HIV INFECTION OR AIDS-RELATED CONDITIONS

- As long as the employee is able to perform the essential duties of his or her job, the management approach will be the same as with any other employee;
- infected employees may continue to work as long as their doctors say they are well enough and they pose no risk to others;
- the fact that an employee has AIDS is not, in itself, grounds for dismissal;

- as with other employees with a serious illness, efforts will be made to adjust work requirements to accommodate the particular problems of any person who has AIDS, in accordance with applicable law;
- in the rare situation where an employee or other person with AIDS may pose a risk to others, it is appropriate to seek to balance his or her rights with the rights of other employees to a safe working environment. Consideration will be given to changing the work situation where there is evidence that such employee cannot fulfil the essential duties of the position or may pose a risk to others. The Metropolitan Corporation must, of course, comply fully with any statutory, regulatory or other legal requirement that employees working in certain positions be free from communicable diseases.
- the Ontario Human Rights Code prohibits discrimination against or harassment of an employee, by either the employer or co-workers, on the basis of a handicap or perceived handicap, including that caused by an illness such as AIDS;
- an employee with AIDS, like any other employee with a health problem, has a right to privacy and to have private medical information held in the strictest confidence, for discussion only with the employee, his or her doctor, and the local medical officer of health in accordance with applicable law;
- there is no medical reason justifying an employee to refuse to work with someone who is infected with the AIDS virus by reason of that fact alone;
- the Metropolitan Corporation recognizes the desirability of providing psychological support and encouragement to any person with AIDS, and, where such person desires it, of making available to him or her appropriate counselling and rehabilitative assistance;
- sensitivity should be exercised in dealing with an employee who has AIDS, taking into account the fact that ongoing employment for someone who has a life-threatening illness is important, and may help to prolong the employee's life;
- Metropolitan practices relating to persons with AIDS will take into account that a person with AIDS may face a far greater risk from the germs carried by a person who does not have AIDS, than any threat which the AIDS-infected person may pose to that person;
- the Metropolitan Corporation recognizes the rights of clients and other persons with whom its employees may deal, to receive services without discrimination based on illness or perceived illness, in accordance with applicable law.

SOURCES OF INFORMATION

Sources consulted in the preparation of the foregoing material, representing the most up-to-date and authoritative information available, are consistent and clear in their support of the statements and principles contained in it. These sources include the following, all of which are easily obtainable, free of charge, from the agencies which produced them:

"ANSWERS ABOUT AIDS": March 1987, produced for the City of Toronto Department of Public Health by the Department of the City Clerk, City Hall, Toronto, (supported by the written medical opinion of the City of Toronto Medical Officer of Health, 392-7450);

"INFORMATION ABOUT AIDS"
"DETECTING AIDS"
"WOMEN AND AIDS"
"AIDS AND THE WORKPLACE"
"AIDS AND HEALTH CARE WORKERS"
"AIDS - INFORMATION FOR PARENTS AND TEACHERS"

All prepared by the Ontario Public Information Panel on AIDS and published in 1986 by the Ontario Ministry of Health: contact

Health Information Centre,
9th Floor,
Hepburn Block,
Queen's Park, Ontario M7A 1S2

"AIDS IN CANADA - WHAT YOU SHOULD KNOW", 1986, prepared by the National Advisory Committee on AIDS, published by authority of The Minister of National Health and Welfare. Contact National Advisory Committee on AIDS, c/o Laboratory Centre for Disease Control AIDS Centre, Health and Welfare Canada, Ottawa, K1A 0L2, (613) 993-7711.

"AIDS - GET THE FACTS", May, 1986, published by The AIDS Committee of Toronto, Box 55, Station F, Toronto, Ontario, M4Y 2L4, 924-5200;

Another useful source of information, available from its publishers and bookstores, at \$3.50, is:

"AIDS - WHAT EVERY RESPONSIBLE CITIZEN SHOULD KNOW", by James D. Greig, published 1987 by:

The Toronto Sun Publishing Corporation Limited,
333 King Street East,
Toronto, Ontario. M5A 3X5

and

The Canadian Public Health Association,
1335 Carling Avenue,
Suite 210,
Ottawa, Ontario.
K1Z 8N8

The Metropolitan Executive Committee reports, for the information of Council, having requested the Metropolitan Solicitor to report to the Executive Committee on that portion of the foregoing report having reference to the Metropolitan Corporation reviewing all situations where employees may, in the course of their duties, be exposed to the bodily fluids of others, and on the safety procedures and devices to be implemented.

The Metropolitan Executive Committee further reports having requested the Metropolitan Toronto Chairman to make arrangements for an informal session of Council at its next meeting to permit interested Members to address their questions on this matter to Dr. David Hancock, Medical Director of the Metropolitan Toronto Police Force.

(The Metropolitan Council on June 23 and 26, 1987, amended the foregoing Clause by adding thereto the following:

"It is further recommended that:

- (1) *the AIDS Policy be referred to the Councils of the Area Municipalities with a request that such Policy be considered for adoption locally;*
- (2) *the Commissioner of Personnel be requested to refer the AIDS Policy to the various labour unions and supervisory associations for comment;*
- (3) *the Chief Administrative Officer and the Metropolitan Solicitor be requested to report to the Management Sub-Committee in six months' time as to the progress made in the implementation of this policy; and*
- (4) *all cases of discipline involving a non-infected employee who refuses to work in the vicinity of an infected employee be referred to the Management Sub-Committee before the discipline is implemented.".)*

3b

F O R A C T I O N

FROM _____ Ms. Cheryl A. Lowe
Commissioner, Human Resources Centre
for the City/Region _____ DATE _____ 1987 October 21

TO _____ Personnel Committee Refer To File No. _____

Attention Of _____

Your File No. _____

S U B J E C T

Appointments to and Terminations from both permanent and temporary positions with the Corporation to October 8, 1987.

R E C O M M E N D A T I O N

as attached

1200-1010

B A C K G R O U N D

THE CORPORATION OF THE CITY OF HAMILTON
APPOINTMENTS TO PERMANENT POSITIONS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>DEPARTMENT</u>	<u>REASON HIRED</u>	<u>SALARY SCHEDULE</u>	<u>RATE</u>	<u>EFFECTIVE DATE</u>
Mr. Jack Ambbridge	Truck Driver (Districts)	Public Works	replacing Mr. T. Short - transferred	D-7	\$11.795 per hour	87/09/14
Mr. George Binns	Concrete Finisher (Districts)	Public Works	replacing Mr. V. Zingaro - retired	D-8	\$11.654 per hour	87/09/14
Mr. John Bowker	Traffic Serviceman II	Traffic	replacing Mr. P. Dubord - promoted	A-3	\$379.13 per week	87/09/07
Mr. Wolfgang Buchackert	Truck Driver-Labourer	Public Works	additional staff as approved	D-7	\$11.795 per hour	87/09/14
Mr. Ken Campbell	Assistant Chief Steward	Convention Centre Division of H.E.C.F.I.	replacing Mr. R. Racey - promoted	8	\$19332.56 per annum	87/09/28
Ms. Mary Clarke	Stenographer III	Building	replacing Ms. M. Forrester - resigned	E-3	\$348.03 per week	87/09/08
Ms. Wendy Crevier	Traffic Planning Technologist	Traffic	replacing Mr. M. White - promoted	A-12	\$565.50 per week	87/09/21
Mr. Guido D'Achille	Maintenance Foreman (Cemeteries)	Cemetery Division of Public Works	replacing Mr. T. Furlong - retired	12C	\$33273.76 per annum	87/08/24

THE CORPORATION OF THE CITY OF HAMILTON

APPOINTMENTS TO PERMANENT POSITIONS

NAME	CLASSIFICATION	DEPARTMENT	REASON HIRED	SALARY SCHEDULE	RATE	EFFECTIVE DATE
Mr. Robert Dawson	Dispatcher	City Clerks	replacing Mr. J. Szabo - retired	G-3	\$11.391 per hour	87/08/31
Mr. Pietro Dellerba	Truck Driver-Labourer	Public Works	additional staff as approved	D-7	\$11.795 per hour	87/09/14
Mr. William Drake	Probationary Firefighter, 1st 12 Months	Fire	replacing Mr. B. Hunt - transferred	N-1	\$27300.50 per annum	87/09/08
Mr. Ronald Drummond	Truck Driver-Labourer	Public Works	additional staff as approved	D-7	\$11.795 per hour	87/09/14
Mr. Fernando Franchi	Equipment Mechanic II	Central Garage Division of Public Works	replacing Mr. J. Tomic - transferred	D-11	\$11.907 per hour	87/09/07
Mr. John Grimshaw	Probationary Firefighter, 1st 12 Months	Fire	replacing Mr. R. Bazinet - retired	N-1	\$27300.50 per annum	87/09/08
Mr. Vincent Guglielmo	Sales Executive	H.E.C.F.I.	additional staff as approved	11	\$24348.48 per annum	87/09/14
Mr. Joe Holmes	Sports Groundsman	Public Works	replacing Mr. U. Steduto - retired	D-9	\$11.915 per hour	87/09/07
Mr. Dean Kenney	Probationary Firefighter, 1st 12 Months	Fire	replacing Mr. J. Mackey - deceased	N-1	\$27300.50 per annum	87/09/08

THE CORPORATION OF THE CITY OF HAMILTON

APPOINTMENTS TO PERMANENT POSITIONS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>DEPARTMENT</u>	<u>REASON HIRED</u>	<u>EFFECTIVE DATE</u>	
				<u>SALARY SCHEDULE</u>	<u>RATE</u>
Mr. William Kreidl	Probationary Firefighter, 1st 12 Months	Fire	replacing Mr. R. Carnegie - retired	N-1	\$27300.50 per annum
Mr. George Manning	Traffic Serviceman I	Traffic	replacing Mr. M. Connelly - promoted	A-4	\$445.97 per week
Mr. Charles Mattina	Concrete Finisher (Districts)	Public Works	replacing Mr. E. Geloso - retired	D-8	\$11.654 per hour
Ms. Linda Parlee	Switchboard Operator	City Clerks	replacing Ms. J. Walton - promoted	A-3	\$379.13 per week
Mr. Romas Rimkus	Truck Driver-Labourer	Public Works	additional staff as approved	D-7	\$11.795 per hour
Mr. George Ritchie	Dispatcher	City Clerks	replacing Mr. R. Dawson - promoted	G-3	\$11.391 per hour
Ms. Debbie Sanchez	Support Services Technician	Treasury	additional staff as approved	A-9A	\$534.91 per week
Mr. William Sargeant	Zoning Examiner & Code Correlator	Building	additional staff as approved	A-10	\$546.38 per week

THE CORPORATION OF THE CITY OF HAMILTON

APPOINTMENTS TO PERMANENT POSITIONS

NAME	CLASSIFICATION	DEPARTMENT	REASON HIRED	SALARY SCHEDULE	RATE	EFFECTIVE DATE
Mr. Reinaldo Spagnuolo	Asphalt Raker	Public Works	replacing Mr. P. Valerio - retired	D-9	\$11.715 per hour	87/09/08
Mr. Lloyd Staley	Smoking By-Law Information Officer	City Clerk's	additional staff	SE-6	\$394.24	87/09/21
Mr. Bernard Willemsen	Probationary Firefighter, 1st 12 Months	Fire	replacing Mr. C. Crawford - retired	N-1	\$27300.50 per annum	87/09/08

THE CORPORATION OF THE CITY OF HAMILTON
 TERMINATIONS FROM PERMANENT POSITIONS

NAME	CLASSIFICATION	DEPARTMENT	REASON	LENGTH OF	EFFECTIVE
				SERVICE	DATE
Mr. Fernando Franchi	Equipment Mechanic II	Central Garage Division of Public Works	resigned	2 months	87/09/18
Ms. Gloria Nielsen	Box Office Clerk	Copps Coliseum Division of H.E.C.F.L.	resigned	1 year & 6 months	87/09/23
Mr. Joe Panjada	Gardener II	Public Works	retired	21 years & 2 months	87/09/30
Mrs. Sally Salerno	Attendant II	Property Maintenance Div. of Property Dept.	terminated	14 years & 3 months	87/09/11
Mr. Umberto Steduto	Sports Groundsman	Public Works	retired	22 years & 7 months	87/09/30
Mr. Ralph Tischler	Caretaker	Property Maintenance Div. of Property Dept.	terminated	19 years & 10 months	87/09/11
Mr. Paul Traicoff	Lifeguard I	Culture and Recreation	resigned	1 year & 3 months	87/09/12

THE CORPORATION OF THE CITY OF HAMILTON

APPOINTMENTS TO TEMPORARY POSITIONS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>DEPARTMENT</u>	<u>REASON HIRED</u>	<u>SALARY SCHEDULE</u>	<u>RATE</u>	<u>EFFECTIVE DATE</u>
Mr. Thomas Bradbury	Taxation Officer (temporary)	Treasury	replacing Mr. J. Spiler - promoted	O	\$26229.32 per annum	87/09/08
Mr. Gary Hesson	Manager of Municipal Services (temporary)	Culture and Recreation	replacing Mr. G. Kohler - transferred	H3	\$45039.80 per annum	87/09/14
Mr. Gary Kohler	Community Centre Supervisor (temporary)	Culture and Recreation	replacing Mr. G. Hesson - promoted	K2	\$41382.12 per annum	
Mr. Gabriel L'Homme	Tractor Operator (temporary)	Public Works	replacing Mr. R. Oscarella - off sick	D-9	\$11,915 per hour	87/09/01
Miss Donna Thrasher	Receipts Clerk III (temporary)	Treasury	replacing Ms. D. Marsh - promoted	E-4	\$382.03 per week	87/09/02

THE CORPORATION OF THE CITY OF HAMILTON
TERMINATIONS FROM TEMPORARY POSITIONS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>DEPARTMENT</u>	<u>REASON</u>	<u>LENGTH OF SERVICE</u>	<u>EFFECTIVE DATE</u>
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NO TERMINATIONS FROM TEMPORARY POSITIONS AT THIS TIME

MEMORANDUM • CITY OF HAMILTON

4q

TO : Alderman Mary Kiss, Chairperson
Personnel Committee YOUR FILE:

FROM : Stella Glover, Secretary
Hamilton Status of Women OUR FILE :
Sub-Committee

SUBJECT : Flexible Hours & Job Sharing DATE : 1987 August 28

At a recent meeting of the Hamilton Status of Women Sub-Committee, it was directed that you be asked about the availability of flexible hours and job sharing opportunities for staff within City Hall.

If these options are not available at the present time, would you please advise the Sub-Committee if these issues are likely to be considered in the future.

A copy of an article which recently appeared in "Today's Parent" is enclosed for your information.

89

SG/jc

iii

from Joan Balsam

We have to stop judging

Editor's Note

Someone seems to have built a wall. The bricks are firmly in place. They are cemented together with acrimony and defensiveness. Guilt oozes out of the cracks and frustration is seeping from the foundation. There are two camps — one on each side of the wall. One houses the stay-home mothers, the other the out-in-the-workforce moms. And, from where I am sitting, there seem to be a lot of stones being thrown.

It's ironic. Women have made their greatest advances — politically, socially and economically — through solidarity. And now, with (comparatively speaking) unprecedented freedoms gained, we are starting to split down the middle.

It helps if we put things in their historic perspective. A century ago our society could fairly simply be divided into the haves and the have-nots. (Historians will have to allow a little literary license.) Upper class mothers, with time and money on their side, rarely even breastfed their babies. Custom dictated that their infants were turned over to a wet nurse for sometimes as long as two years. The most 'privileged' children received perhaps weekly visits from their 'adoring' mamas.

Mothers at the other end of the socio-economic scale did not farm out their children. But neither did they have the time, energy or resources to take them to toddler fitness classes, play child development games or use flash cards. These moms were too busy cooking, cleaning, making clothes, fighting disease, and bearing children to spend much time in nurturing as we know it today.

Now back to 1987. By any social historian's book we have a more child-centred society today than ever before. And most of us would

say thank goodness. Women also have more options open to them than ever before. Again, most would say thank goodness. Then why do we still have camps? And who built the wall?

Maybe it just materialized. The assumption is that when there are two points of view then they must inevitably be diametrically opposed. Camps are formed and each party becomes self-righteous. The fire is lit, the flames are fanned and hey presto we have a confrontation. And conflict makes good press, lively TV viewing and an interesting diversion to listen to during rush hour traffic. Yes, the media has a lot to answer for.

If I were asked to describe quality maternal care, the mother's status — working in or outside the home — would not of itself be a consideration. Quality isn't limited to a clock or calendar. I respect and admire mothers in both camps who bring joy, compassion, sympathy, integrity and imagination to their childrearing.

We know the stereotypes don't stand up to scrutiny. Career moms are not all fulfilled, dynamic women. Full-time homemakers are not automatically more caring and sensitive mothers.

The truth is, though, that there are many mothers out in the workforce who would prefer to be at home with their children and a significant number at home who yearn to pursue their careers. The lucky ones — those who are living out their choice — do so with a sense of unease and ambivalence. They know they will meet with opposition and will have to defend their position. It's a strange kind of freedom. The price tag is guilt.

Throwing stones over the wall doesn't improve life for the next generation. If we dismantled the bricks and held a powwow much

could be accomplished. The needs of mothers who currently have to work outside the home but would prefer not to, should be addressed.

The National Council of Welfare estimates that there would be 62 percent more couples living below the poverty line if all wives were to leave the workforce. For single moms the economic picture is bleak and often desperate.

We have to explore creative options. We could be supportive of dads who choose to stay home; and of parents who take turns in the at-home role. In the corporate world we might wave the flag for job sharing and flextime. Privately we can support home-based cottage industry and grass-roots community initiatives.

But first and foremost we have to stop judging. This is not a simple black and white, right or wrong issue. Our goal should be to make freedom of choice a reality for mothers and fathers. Shoulder to shoulder we have come a long, long way. May our daughters and sons go even further — in harmony.

Fran Fearnley
Editor
Fran Fearnley

WE WELCOME LETTERS

If you have opinions, questions or suggestions for Today's Parent we would like to hear from you.

We reserve the right to edit letters for length, grammar, clarity and libel.

All letters must have a signature, full name, address and telephone number. If requested we will, in exceptional circumstances, withhold a name from a published letter.

Please write: The Editor, Today's Parent, P.O. Box 100, Millbrook, Ontario, L0A 1G0.

RECEIVED

RECEIVED

OCT 5 1987

AM5

OCT 8 1987
Large Urban Section - Association of Municipalities of Ontario
CITY CLERKS

Suite 805 • 100 University Avenue, Toronto, Ontario M5J 1V6 • Telephone 593-1441

Executive Committee

Chair
Controller Howard Moscoe
City of North York

1st Vice
Alderman Michael Bradley
City of Sarnia

2nd Vice
Councillor Ted Bounsell
City of Windsor

Peter Atcheson
Director of Planning
City of Brantford

Councillor Liz Behrens
Town of Oakville

Alderman Gary Bloor
City of York

Alderman Richard Donnelly
City of North Bay

Alderman Rob Forbes
City of Burlington

Mayor Tom Gosnell
City of London

Mayor Jack Masters
City of Thunder Bay

Mayor Allan Pilkey
City of Oshawa

Charles Sim
Commissioner of Physical
Environment
City of Ottawa

Alderman Charles Swift
City of Sault Ste. Marie

Mark Emery
Manager of Section Services

September 25, 1987

RECEIVED
CITY CLERK'S OFFICE

OCT 5 1987

City of Hamilton

Mayor & Members of Council
c/o Mr. E.A. Cimpson
Clerk
City of Hamilton
71 Main Street West
HAMILTON, Ontario
L8N 3T4

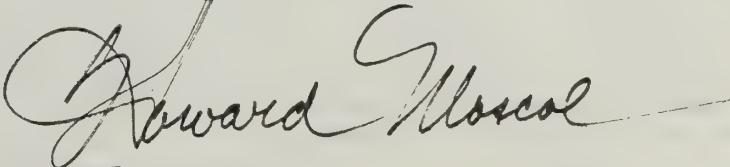
Dear Mayor & Members of Council:

The executive has asked me to seek comments from member municipalities regarding the attached discussion paper which represents a proposal to establish a Salary Commission. Your comments will help us determine if there is sufficient interest in the further development of this idea.

In addition we would ask you to name a staff person as a contact to assist with any research material that may be required by our staff.

Thank you for your input.

Yours truly,


Howard Moscoe

Howard Moscoe

Chair

mlr/5
att.

AMO

Association of Municipalities of Ontario

Suite 805 • 100 University Avenue, Toronto, Ontario M5J 1V6 • Telephone 593-1441

MEMORANDUM

August 18, 1987

TO: Member Municipalities
Association of Municipalities of Ontario

FROM: The Executive of the Large Urban Section
of A.M.O.

RE: ~~PROPOSAL TO ESTABLISH A SALARY COMMISSION FOR MUNICIPALLY ELECTED
OFFICIALS IN ONTARIO CITIES~~

The compensation paid to municipal officials across Ontario is largely a hit and miss affair. Rarely does it reflect either the responsibilities that come with elected office or the crushing work load that often results from the demands placed on elected officials by their constituents.

Presently, salaries for Councillors are self-regulated, i.e. each Council establishes annually its own compensation. While this system is "democratic", there are serious drawbacks.

Councils are placed in the position of having to establish their own levels of compensation. This seems to be the one "conflict of interest" that politicians are allowed to have. Municipal politicians are placed into a situation where they are certain to be criticized whatever they do.

There has never been an attempt to rationalize what a fair rate of compensation for municipally elected officials should be. There has never been an effort to weigh all of the variables in a political job; to examine such factors as size of constituency, work load, responsibility and the demands made on a Mayor or Councillor's time. There has never been a qualitative comparison undertaken of political jobs at various levels of government.

The following is a discussion paper proposing the establishment of a permanent Commission, not only to undertake such an analysis but to actually set levels of compensation for participating cities in Ontario.

A. How would the Commission work?

1. Once fully operational, the Commission would be made up of representatives from various sectors; business, labour, municipal and the general public.

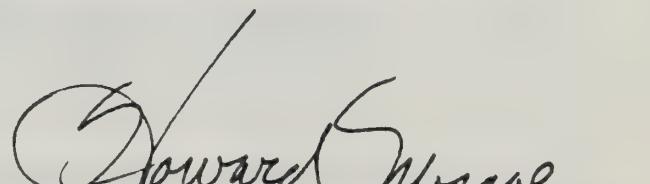
2. The Commission would conduct an annual review of the salaries of municipally elected officials in large urban centres across Ontario and recommend adjustments.
3. These adjustments would be automatically incorporated into the salary schedules of all participating municipalities.
4. In addition to salaries the Commission would be responsible for establishing minimum benefits and levels of legal protection for municipal politicians, as well as making recommendations regarding such factors as working conditions and pensions.
5. Prior to the announcement of any compensation change the Commission would hold public hearings and receive representation from participating Councils, individual Councillors, various organizations and the general public.
6. To become a participating municipality a member municipality must:
 - a) pass a by-law that ties the salaries of its Council to the schedule set annually by the Commission.
 - b) agree to finance the Commission at a rate somewhere in the neighbourhood of .2% - .3% of the compensation budget for their municipal Council.
7. The Commission would operate under the aegis of the Large Urban Section of AMO but would be autonomous and financially self-supporting.

B. How would appropriate levels of compensation be determined?

Research would be conducted into the present remuneration of Mayors and Councillors in large urban municipalities. This would include a questionnaire to individual Councillors in order to assess such factors as work load, time commitment, size of constituency. A Committee of the Large Urban Section would report their findings and make recommendations regarding the initial compensation package and a method of implementation. The Committee would also develop a model by-law for municipalities. In addition, once established, the Commission would periodically review different aspects of a municipal Councillor's job and publish research in this field.

C. What are the advantages of this system?

1. There would be some justifiable, rational system for determining payment of municipal salaries for elected officials.
2. Municipal Councillors would be free from the conflict of interest involved in setting their own salaries.
3. An impartial body with representation from all sectors would be responsible for determining a fair rate of compensation.



Controller Howard Moscoe
Chair, Large Urban Section

mlr/3

6.

FOR INFORMATION

FROM Commissioner, Human Resources Centre

DATE October 8, 1987

TO Personnel Committee

Refer To File No. _____

Attention Of _____

Your File No. _____

SUBJECT:

Pay Equity/Job Evaluation

RECOMMENDATION:

That this report be received by the Committee for information.

BACKGROUND:

On June 29, 1987 the Pay Equity Act received Royal Assent. It is expected that the Act will be proclaimed before the end of the year. The Legislation will necessitate significant changes in our wage and salary practices. We will be required by law to fund the implementation with a minimum of 1% of our total payroll annually. All inequities must be resolved within a 5-year period.

We have exchanged letters of understanding with our major unions to implement joint job evaluation plans. Joint job evaluation is a pay determination process which will resolve virtually all of the issues raised under the Pay Equity Legislation. The evaluation plan will be gender bias free. Job evaluation must be developed, negotiated, tested and implemented within 2 years of proclamation as required by the Act.

Discussions are underway with several of the major unions on joint job evaluation with positive results. A revised job description format and job description writing course have been developed and tested in the Transportation Department. Over the next several months, we will be pursuing detailed discussions with these unions on the composition of the plan and the evaluation process.

I will keep the Committee informed of future developments as the program progresses.

Copies of the Pay Equity Legislation are available in the Human Resources Centre for those members of the Committee who wish to request one.

John B. Hayes



E. A. SIMPSON
CITY CLERK

K. E. AVERY
DEPUTY CITY CLERK

CITY HALL
HAMILTON, ONTARIO
L8N 3T4

THE CORPORATION OF THE CITY OF HAMILTON

OFFICE OF THE CITY CLERK

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C5IP2
1987

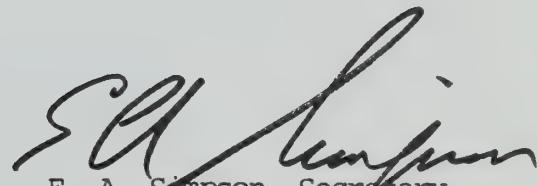
1987 November 13

NOTICE OF MEETING

PERSONNEL COMMITTEE

Wednesday, 1987 November 18
9:00 o'clock a.m.
Room 233, City Hall

EAS/gk



E. A. Simpson, Secretary,
Personnel Committee.

AGENDA

1. Minutes of meeting held Wednesday, 1987 October 21
2. HUMAN RESOURCES CENTRE
 - (a) Real Estate Department - Proposed Re-organization
 - (b) Benefit Package - Members of City Council
 - (c) Uniforms - Local 1041
 - (d) Appointments and Terminations with The Corporation of the City of Hamilton to 1987 November 9
3. OTHER ITEMS
 - (a) City Solicitor's Department - Overdrafts 1987
4. INFORMATION ITEM
 - (a) Adopt-A-School Project - Partnership with Westmount Secondary School

URBAN MUNICIPAL

NOV 17 1987

GOVERNMENT DOCUMENTS

Wednesday, 1987 October 21
9:00 o'clock a.m.
Room 233, City Hall

The Personnel Committee met.

There were present: Alderman M. Kiss, Chairperson
Alderman R. Wheeler, Vice-Chairman
Alderman W. McCulloch
Alderman B. Hinkley
Alderman D. Christopherson
Alderman J. Smith
Alderman H. Merling
Alderman D. Ross

Also present: Alderman G. Copps
Mrs. C. Lowe, Commissioner of Human Resources
Mrs. D. Jones, Manager of Personnel Services
E. A. Simpson, Secretary

The minutes of the meeting held Wednesday, 1987 September 23 were taken as read and approved.

The Committee approved of the 1988-1992 Capital Budget as submitted by Chief Saltmarsh covering the Hamilton Fire Department, as set out in the report dated August 11, 1987.

87-109
1988-1992 Capital
Budget - Fire Dept.

On the recommendation of the Commissioner of Human Resources the Committee approved and forwarded on to City Council for adoption the Policy on AIDS, as set out herein:

" **POLICY**

The Corporation of the City of Hamilton recognizes and respects the rights of all its employees as these rights have been developed and defined under federal and provincial laws, collective agreements and management policies. The City has an obligation to provide a safe work environment for its employees and the safe delivery of services to its clients. At the same time, it is recognized that employees handicapped by illness have a right to pursue those activities which their conditions allow, including continuing to work. As long as these employees are able to perform the essential duties of their jobs in a satisfactory manner, and medical evidence indicates that their continuing to work does not pose a safety or health hazard to themselves or others, the City will deal with them if and when the need arises, according to the usual procedures governing personnel decisions.

87-110
Policy on
AIDS

It is recognized that AIDS is an extremely serious medical condition, and that no medical cure, nor a vaccine to prevent its spread, has yet been found. For these reasons, many people have deep concerns about contracting AIDS and need assurance that their safety will be protected.

The City is committed to addressing these concerns with sensitivity, and through an ongoing programme of information and education for its employees.

While the best available medical opinion indicates that AIDS cannot be contracted through casual contact or most workplace activities, the City will review all situations where employees may, in the course of their duties, be exposed to the bodily fluids of others, and co-ordinate the implementation and regular review and amendment of safety procedures, and the provision of clothing and devices to give effect to such procedures.

Where procedures have been duly established, the City will give its full support to the taking of precautions and the use of protective clothing and equipment called for by the procedures.

As with other diseases, the worst enemies in battling AIDS are fear and ignorance. The City undertakes to obtain and utilize the most up-to-date and authoritative medical information available for the purpose of educating and protecting its employees and members of the public with whom they deal."

The Committee approved for recommendation to City Council Appointments and Terminations in permanent and temporary service with The Corporation of the City of Hamilton to 1987 October 8.

The recommendation from the Hamilton Status of Women Sub-Committee on flexible hours and job-sharing was not dealt with by the Committee as all agreed this letter should have been processed through the Legislation Committee, as the Status of Women Sub-Committee is a sub-committee of that body.

A letter dated September 25, 1987, was received from the Large Urban Section of the Association of Municipalities of Ontario. This letter forwarded a proposal for the establishment of a Salary Commission. This Commission to deal with the remuneration paid to elected representatives in the Province. This proposal was being circulated, with the request for comments. The members of the Committee expressed interest in establishing such a Commission; but suggested that an invitation be extended to a representative of the Large Urban Section of the Association to meet with the Committee to further discuss the idea. When such arrangements have been made all members of Council would be invited to attend the meeting.

For the information of the members of the Committee the Commissioner of Human Resources filed a report dated October 8, 1987, on the Pay Equity Act which received Royal Assent on June 29, 1987. Mrs. Lowe advised that the Department will commence complying with the Act in 1988, and it is anticipated that it will require an additional expenditure of \$150 000 in their Department in order to support this implementation.

The meeting then adjourned.

Taken as read and approved.

ALDERMAN M. KISS, CHAIRPERSON

E. A. SIMPSON, SECRETARY

Typed by G. Kerr.

F O R A C T I O N

FROM Commissioner, Human Resources Centre DATE November 11, 1987

TO Personnel Committee Refer To File No. _____

Attention Of _____

Your File No. _____

SUBJECT

Real Estate Division - Proposed Re-Organization

RECOMMENDATION

1. That the position of Chief Property Officer in the Department of the Director of Property, Salary Schedule "K", \$36,575.24 - \$43,053.92 per annum be deleted.
2. That an additional position of Senior Property Officer/Appraiser in the Department of the Director of Property, Salary Schedule "A 15", \$32,999.72 - \$37,760.32 per annum be established to replace the position of Chief Property Officer.

BACKGROUND

Please see attached correspondence.

Mrs. A. Jones.



THE CORPORATION OF THE CITY OF HAMILTON

City Hall, 71 Main Street West, Hamilton, Ontario L8N 3T4

- 526-2719

REAL ESTATE DIVISION PROPERTY DEPARTMENT

1987 November 9

RECEIVED

NOV 10 1987

Mrs. C. Lowe
Commissioner
Human Resources Centre

HUMAN RESOURCES CENTRE

Attention: Mrs. D. Jones

Dear Mrs. Jones:

Re: Real Estate Division - Proposed Re-Organization

To follow up on our brief discussion earlier to-day, I have prepared the following report which outlines several organizational changes that will better the administration and efficiency of the department with a minimal level of disruption.

As you know, the Real Estate Division has had a long record of employee stability with very infrequent staff turnover; the most recent non-secretarial hiring was more than eight years ago. However, with the impending retirement of two of our long term employees and the resignation of one other for employment in the private sector, we now have a unique opportunity to turn the present unsettled staffing situation into a long term advantage for the department.

The proposed re-organization set out in this report is of a relatively minor nature given the positive benefits which can be achieved. These benefits will enable the department to function better and more efficiently by eliminating duplication of work effort and providing a more clear-cut reporting and communications channel. At the same time the changes will provide a much higher level of supervision and guidance that will be of great importance in helping replacement staff to learn municipal procedure and the more specific technical aspects of the position. As an added bonus, these organizational advantages can be obtained at an overall net cost saving to the City.

Continued...

PROPOSED RE-ORGANIZATION

- (1) The position of Chief Property Officer be deleted from the personnel roll of the Real Estate Division of the Property Department upon the present incumbent's retirement on November 30, 1987.
- (2) The position of Senior Property Officer/Appraiser be added to the personnel roll of the Real Estate Division of the Property Department as replacement for the deleted position of Chief Property Officer.

ADVANTAGES AND BENEFITS

Cost Savings

By deleting the position of Chief Property Officer upon the incumbent's retirement, and replacing it with the position of Senior Property Officer/Appraiser, there is an immediate cost savings of \$5,600 to \$10,900. (The specific amount of the savings within this range will depend on the starting experience level of the replacement employee). There may also be some additional cost savings in the benefit package for those items that are tied to a salary base.

MORE EFFECTIVE COMMUNICATION AND REPORTING CHANNELS

At present both the Chief Appraiser and Chief Property Officer have supervisory responsibilities for the Senior Property Officer/Appraiser positions. This is an untenable situation that even with the best of intent is the source of potential administrative difficulties for all concerned. It is a significant departure from the traditional hierachal organizational structure that has been long established for effective communication and reporting. The difficulties are even more pronounced for the Property Officer/Appraiser who must report to two direct superiors and may face the prospect of trying to meet conflicting individual priorities and time constraints. The fact that there have been no major problems in the past is a tribute to the strong working relationships within the department and in particular to the positive team approach and non-confrontational personalities of those involved.

Continued...

INCREASED EFFICIENCY AND JOB FLEXIBILITY

One of the long term organizational objectives of the department is to employ staff able to meet the Senior Property Officer/Appraiser job requirements wherever possible, rather than the Senior Property Officer position as is now the case. This will give much more flexibility in allocating work assignments when departmental activity changes in emphasis from appraisal to negotiation, or vice versa. The appraisal background required for the job will also be an asset in successfully concluding property settlements since staff will be better able to respond to questions raised during negotiations. There is also an efficiency gain over the present system as there is a degree of duplication of work effort that can't be avoided with appraisal and negotiation functions performed independently by separate staff.

IMPLEMENTATION

The duties and responsibilities of the Chief Property Officer will be distributed between the Chief Appraiser and the Manager of the Real Estate Division. The workload splits into logical work units that fall neatly into place with the existing job responsibilities of the affected positions: the Committee responsibilities will be assumed by the Manager, and the active "hands on" technical duties by the Chief Appraiser.

A few other more routine activities of these positions will be assumed by existing staff according to their specialties and capabilities and lie within the limits of the existing job descriptions.

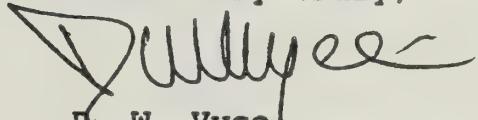
SUMMARY

By changing the organizational structure in the ways suggested, the present unsettled staffing situation can be turned to the department's long-term advantage by obtaining gains in efficiency, communication and flexibility, and, at the same time, saving up to \$10,900 per annum with no downside risk. I hope you will agree with the merits of this proposal and will take the steps needed for its early implementation.

1987 November 9
Human Resources Centre
Page 4

Continued...

Yours very truly,


D. W. Vyce
DIRECTOR OF PROPERTY

DWV:ap

c.c. - Mr. L. Sage, Chief Administrative Officer

- Mr. M.C.J. Watson, Manager, Real Estate Division

2(b)

FOR ACTION

FROM Commissioner, Human Resources Centre

DATE November 9, 1987

TO Personnel Committee

Refer To File No. _____

Attention Of _____

Your File No. _____

SUBJECT:

Benefit Package - City of Hamilton Council Members.

RECOMMENDATION:

1. That effective upon approval of City Council, the benefit package for Hamilton City Council Members be updated to include the increased benefits approved for employees covered by the Collective Agreement entered into by the Corporation of the City of Hamilton and Local 167 C.U.P.E. (see Background for details).
2. That in the future, when an enhanced benefit package is approved by City Council for Local 167 C.U.P.E., those enhanced benefits shall be automatically passed on to Hamilton City Council Members, provided that such benefits are allowed to Hamilton City Council Members under the terms of the plans.

BACKGROUND:

1. Hamilton City Council members have, in the past, received the same benefits as Local 167 C.U.P.E. under separate approvals. What we are recommending above is that whenever Local 167 receives an enhanced benefit, the members of City Council will receive the same benefit without the necessity of getting separate approvals.
2. The enhanced benefits we are recommending, at this time, are as follows (bringing Hamilton City Council Members in line with Local 167).

...2...

Vision Care - \$100/24 months

Dental Care - (a) Fixed and removable prosthodontics and major restorative. 50% co-insurance to maximum of \$500.00 in a 12 month consecutive period.

Effective January 1, 1988 maximum increased to \$1000.00.

(b) Effective January 1, 1988 coverage for orthodontics for dependent children to age 18. 50% co-insurance, lifetime maximum \$1000.

Mr. Jones-

2 (C)

FOR ACTION

FROM Commissioner, Human Resources Centre DATE November 9, 1987

TO Personnel Committee Refer To File No. _____

Attention Of _____

Your File No. _____

SUBJECT:

New Uniforms for Local 1041.

RECOMMENDATION:

That approval be given for upgrading the uniforms presently issued to members of Local 1041 by:

1. changing the colour from green to grey;
2. replacing the "Corporation City of Hamilton" label with the City of Hamilton crest, surrounded by the words "City of Hamilton";
3. adding a vest to the selection of clothing available;
4. making the alternative of a "golf" type of shirt available.

BACKGROUND:

The Executive from Local 1041 has approached the Director of Public Works, the Director of Culture and Recreation and the Director of Traffic Services requesting that the present uniform issued to the members of Local 1041 be upgraded to reflect the current styles in uniforms and to change the colour from green to grey. Presently the pants available are wool and, therefore, quite warm in the summer time. Accordingly, with the upgrading of the uniform there is also a request to change from wool to a polyester material.

Presently there are pants, one type of "work" shirt and a parka or a jacket available to the membership.

Similar to the vests worn by the H.S.R.'s staff, Local 1041 has also requested that colour co-ordinated vests be available to them.

...2...

As well, rather than having solely a work shirt available, the upgrading of the uniform requests the availability of a "golf" shirt in short and long sleeves.

During the discussions on this matter, it was also resolved that if this was approved, for Local 1041 to hand in their green uniforms in exchange for the proposed grey uniforms would be inappropriate. If approved, the new grey uniforms would be phased in, in accordance with the present issuing specifications.

The Executive of Local 1041 has advised that the approximately 70 members of Local 1041 are unanimously in favour of this proposal not only to distinguish and identify Local 1041, but to reflect a better image to the public and to change their own self-image.

As indicated earlier, the three Department Heads with Local 1041 staff, the Director of Public Works, the Director of Culture and Recreation and the Director of Traffic Services all agree with the above recommendations.

Cost Analysis:

Being concerned that these changes might reflect an increased cost, the Purchasing Section was requested to do a price comparison. The following, details this review.

<u>CLOTHING</u>	<u>QUANTITY</u>	<u>CURRENT COSTS</u>	<u>NEW COSTS</u>
Long Sleeved Shirt	2	\$ 12.35	\$ 13.50
Short Sleeved Shirt	2	11.30	Golf Shirt 12.50
Pants - Summer	2	11.50	14.50
Pants - Winter	2	39.15	41.50
Vests	1	-	17.50 or 22.00
Parka	1	52.00	52.00
Jacket	1	40.90	35.00
		<u>241.50</u>	<u>268.50</u>

PLUS \$27.00 Per Employee

The above analysis concludes that there is no premium to upgrade and change the uniforms as outlined.

All issuing specifications as they exist today are to remain in place.

The request is solely to update the uniforms to improve the image of the Corporation and the self-esteem of the men.

*John Jones
for Lewis*

FOR ACTION
Ms. Cheryl A. Lowe
Commissioner, Human Resources Centre
for the City/Region

FROM for the City/Region **DATE** 1987 November 18

TO _____ Personnel Committee Refer To File No. _____

DATE 1987 November 18

Refer To File No.

Attention Of

Your File No.

SUBJECT

Appointments to and Terminations from both permanent and temporary positions with the Corporation to November 9, 1987.

RECOMMENDATION

as attached

BACKGROUND

THE CORPORATION OF THE CITY OF HAMILTON

APPOINTMENTS TO PERMANENT POSITIONS

NAME	CLASSIFICATION	DEPARTMENT	REASON HIRED	SALARY SCHEDULE	RATE	EFFECTIVE DATE
Mr. Jacinto Arruda	Labourer	Parking Authority	new position	B-2	\$408.61 per week	87/10/26
Mr. John Bliss	Probationary Firefighter, 1st 12 months	Fire	additional staff	N1	\$27,300.50 per annum	87/10/05
Mr. Paul Bloomfield	Probationary Firefighter, 1st 12 months	Fire	additional staff	N1	\$27,300.50 per annum	87/10/05
Mr. Fred Bouwmeester	Equipment Mechanic II	Central Garage Division of Public Works	replacing Mr. F. Franchi - resigned	D-11	\$11.907 per hour	87/10/26
Mr. Gregory Brown	Probationary Firefighter, 1st 12 months	Fire	additional staff	N1	\$27,300.50 per annum	87/10/05
Mr. Peter Christie	Foreman II - Horticulture	Parks Division of Public Works	replacing Mr. P. Booker - promoted	12C	\$27,862.12 per annum	87/10/13
Mr. Derek Churm	Lieutenant	Fire	replacing Mr. R. E. Bell - promoted	C-7	\$42,193.25 per annum	87/10/25
Mr. Steven Clarke	Traffic Serviceman II	Traffic	replacing Mr. M. Cosentino - promoted	A-3	\$379.13 per week	87/10/27

THE CORPORATION OF THE CITY OF HAMILTON
APPOINTMENTS TO PERMANENT POSITIONS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>DEPARTMENT</u>	<u>REASON HIRED</u>	<u>SALARY SCHEDULE</u>	<u>RATE</u>	<u>EFFECTIVE DATE</u>
Ms. Diane Collins	General Assistant (Curatorial)	Culture and Recreation	new position	K-8	\$9.500 per hour	87/09/29
Mr. Steve Cowie	Lead Hand (Trees)	Public Works	replacing Mr. F. Lalonde - transferred	D-11	\$12.107 per hour	87/10/05
Mr. Dean Crabbe	Traffic Serviceman II	Traffic	additional staff	A-3	\$379.13 per week	87/11/02
Ms. Maryann de Gooyer	Stenographer IV	Public Works	returning to permanent position	E-2	\$326.45 per week	87/10/26
Ms. Gloria Dewey	Control Room Clerk	Parking Authority	new position	PA 6	\$318.24 per week	87/10/13
Mr. Enio DiNardo	Probationary Firefighter, 1st 12 months	Fire	additional staff	N 1	\$27,300.50 per annum	87/10/05
Ms. Sharon Dion	Historical Interpreter	Culture and Recreation	replacing Ms. Diane Collins - promoted	DC-3	\$6.319 per hour	87/10/19
Mr. Gunter Dohnt	Roller Operator	Public Works	replacing Mr. J. Short - retired	D-11	\$12.107 per hour	87/09/21
Ms. Frances Donnelly	General Assistant (Curatorial)	Culture and Recreation	new position	GA	\$9.500 per hour	87/09/28

THE CORPORATION OF THE CITY OF HAMILTON
APPOINTMENTS TO PERMANENT POSITIONS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>DEPARTMENT</u>	<u>REASON HIRED</u>	<u>SALARY SCHEDULE</u>	<u>RATE</u>	<u>EFFECTIVE DATE</u>
Miss Margaret Mogford	Receptionist/Typist	Convention Centre Division of H.E.C.F.L.	additional staff	5	\$16,511.04 per annum	87/10/05
Mr. Donald Morrow	Zoning Examiner & Code Correlator	Building	additional staff	A-10	\$624.08 per week	87/10/19
Mr. Mark O'Hoski	Probationary Firefighter, 1st 12 months	Fire	additional staff	N1	\$27,300.50 per annum	87/10/05
Mr. William Olmsted	Street Sweeper Operator (Nights)	Public Works	replacing Mr. B. Vukmanich - transferred	D-9	\$11,715 per hour	87/10/12
Mr. Jonathan Price	Probationary Firefighter, 1st 12 months	Fire	additional staff	N1	\$27,300.50 per annum	87/10/05
Mr. Kevin Purcell	Probationary Firefighter, 1st 12 months	Fire	additional staff	N1	\$27,300.50 per annum	87/10/05
Ms. Zeltite Race	Stenographer I	Building	replacing Mrs. B. Spolnik - promoted	E-5	\$424.55 per week	87/10/19
Ms. C. Jean Sinclair	Historical Interpreter	Culture and Recreation	replacing Ms. K. Mulligan - resigned	DC-3	\$6.319 per hour	87/10/19

THE CORPORATION OF THE CITY OF HAMILTON
APPOINTMENTS TO PERMANENT POSITIONS

NAME	CLASSIFICATION	DEPARTMENT	REASON HIRED	SALARY SCHEDULE		RATE	EFFECTIVE DATE
				PERIOD	PERIOD		
Mr. Mark Stevens	Probationary Firefighter, 1st 12 months	Fire	additional staff	N1		\$27,300.50 per annum	87/10/05
Mr. John (Todd) Turner	Probationary Firefighter, 1st 12 months	Fire	additional staff	N1		\$27,300.50 per annum	87/10/05
Ms. Monique Vandeworp	Control Room Clerk	Parking Authority	new position	PA6		\$318.24 per week	87/10/13
Mr. Pasquale Vigna	Traffic Serviceman II	Traffic	replacing Mr. G. Manning - promoted	A-3		\$379.13 per week	87/11/02
Mr. Shawn Vint	Probationary Firefighter, 1st 12 months	Fire	additional staff	N1		\$27,300.50 per annum	87/10/05
Mr. David Walker	Traffic Serviceman II	Traffic	additional staff	A-3		\$379.13 per week	87/10/27
Mr. Kenneth Weiler	Probationary Firefighter, 1st 12 months	Fire	replacing Mr. J. Harvey - resigned	N1		\$27,300.50 per annum	87/10/05
Mr. Ronald Wilson	Finance Officer	H.E.C.F.I.	new position	11		\$24,348.48 per annum	87/10/05
Mr. James Whittle	Probationary Firefighter, 1st 12 months	Fire	replacing Mr. J. Gerry - retired	N1		\$27,300.50 per annum	87/10/05

THE CORPORATION OF THE CITY OF HAMILTON
 APPOINTMENTS TO PERMANENT POSITIONS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>DEPARTMENT</u>	<u>REASON HIRED</u>	<u>SALARY SCHEDULE</u>	<u>RATE</u>	<u>EFFECTIVE DATE</u>
Mr. Randolph Wierpjes	Probationary Firefighter, 1st 12 months	Fire	replacing Mr. D. Girt - retired	N1	\$27,300.50 per annum	87/10/05
Mr. John Zellmann	Probationary Firefighter, 1st 12 months	Fire	replacing Mr. A. Tinson - retired	N1	\$27,300.50 per annum	87/10/05

THE CORPORATION OF THE CITY OF HAMILTON
TERMINATIONS FROM PERMANENT POSITIONS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>DEPARTMENT</u>	<u>REASON</u>	<u>LENGTH OF SERVICE</u>	<u>EFFECTIVE DATE</u>
Mr. Horace Curtis	Foreman II (Sanitation)	Public Works	retirement	35 years & 5 months	87/09/30
Mr. Scott Dodson	Turf General Foreman	Parks Division of Public Works	resigned	5 years & 7 months	87/11/86
Mrs. Evelyn Gallaher	Information Clerk	City Clerk's	retirement	22 years & 6 months	87/11/30
Mr. James Gerry	Firefighter I	Fire	retirement	32 years & 10 months	87/11/01
Mrs. Elizabeth Bilobrk	Stenographer I	City Clerk's	resigned	9 years	87/10/30
Mrs. Patsy Morgan	Sales Executive	Hamilton Convention Centre Div. of H.E.C.F.L.	resigned	4 years & 8 months	87/10/26
Mrs. Mary Rowles	Demonstrator	Culture and Recreation	resigned	9 years & 11 months	87/10/09
Mr. Thomas Taylor	Chief Stage Electrician	Hamilton Place Division of H.E.C.F.L.	resigned	14 years & 2 months	87/09/16
Mrs. C. Lauretta Yates	Historical Interpreter	Culture and Recreation	resigned	3 years & 11 months	87/10/05

THE CORPORATION OF THE CITY OF HAMILTON

APPOINTMENTS TO TEMPORARY POSITIONS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>DEPARTMENT</u>	<u>REASON HIRED</u>	<u>SALARY SCHEDULE</u>	<u>RATE</u>	<u>EFFECTIVE DATE</u>
Mr. John Avery	Acting Manager of Purchasing (temporary)	Purchasing Div. of Treasury	replacing Mr. T. Bradley - off sick	LS	\$43,450.68 per annum	87/10/19
Mrs. Deborah Bourque	Clerk III - Printing & Mailing (temporary)	City Clerk's	replacing Ms. L. Everets - promoted	E1	\$3333.48 per week	87/10/19
Ms. Lynda Everets	Microfilm Technician I (temporary)	Treasury	replacing Ms. C. Riseing - off sick	E-2	\$351.68 per week	87/10/05
Mr. Randy Guenther	Foreman II (Cleaning Operations-Nights) (temporary)	Public Works	replacing Mr. L. Torresin - promoted	12C	\$27,862.12 per annum	87/10/13
Mr. Brad Park	Motor Mechanic (temporary sick relief)	Central Garage Div. of Public Works	replacing Mr. J. Peachey - off sick	D-17	\$14.157 per hour	87/10/06
Ms. Carol Sindall	Lifeguard I (temporary)	Culture and Recreation	replacing Ms. L. Royle - maternity leave	CH-5	\$357.72 per week	87/10/05
Mr. Steve Teal	Counter Clerk (temporary)	Building	replacing Ms. D. Minore - promoted	A-3	\$379.13 per week	87/10/13
Ms. Kathleen Wilson	Lifeguard I (temporary)	Culture and Recreation	replacing Ms. C. Gauthier - promoted	CH-5	\$357.72 per week	87/09/08

THE CORPORATION OF THE CITY OF HAMILTON

APPOINTMENTS TO TEMPORARY POSITIONS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>DEPARTMENT</u>	<u>REASON HIRED</u>	<u>SALARY SCHEDULE</u>	<u>RATE</u>	<u>EFFECTIVE DATE</u>
Mr. Richard Vincent	Dispatcher (temporary On Call)	City Clerk's	replacing Mr. G. Ritchie - promoted	G-3	\$10.274 per hour	87/10/22

THE CORPORATION OF THE CITY OF HAMILTON
TERMINATIONS FROM TEMPORARY POSITIONS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>DEPARTMENT</u>	<u>REASON</u>	<u>LENGTH OF SERVICE</u>	<u>EFFECTIVE DATE</u>
Ms. Suzanne Bullis	Museum Intern (temporary)	Culture and Recreation	completion of grant	11 months	87/09/09

MEMORANDUM • CITY OF HAMILTON

3 @
RECEIVED

TO : Chairman and Members,
Personnel Committee. YOUR FILE: OCT 19 1987
Attn: Mr. E. A. Simpson, Secretary

FROM : P. M. Eker, OUR FILE : 400 CITY CLERKS
Acting City Solicitor.

SUBJECT : Overdrafts 1987 DATE : 1987 October 15

In the year 1987 various unforeseen costs have incurred which I expect will result in an overdraft in various accounts. The accounts involved are as follows:-

- 1) 0325-0124 Books and Library Expenses
- 2) 0325-0193 Memberships and Subscriptions
- 3) 0325-02 Disbursements re Hearings, etc.

I will address each account individually and provide details for the resultant overdrafts.

1) Books and Library Expenses:

The appropriation for 1987 was \$13,500.00. Current expenditures amount to \$14,452.87 for an overdraft of \$952.87. We expect an additional \$2,000.00 in expenses by year end. This is a result of continuing legislative changes which we must be apprised of by way of purchases involving up-to-date legal texts. Resultant overdraft for the year will therefore be \$2,952.87.

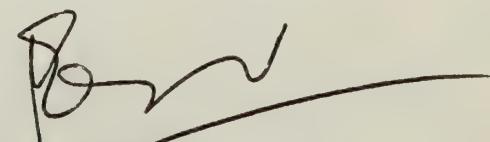
2) Memberships and Subscriptions:

Total appropriation for 1987 was \$12,340.00. Year to date expenditures are \$12,624.38, resulting in an overdraft of \$284.38.

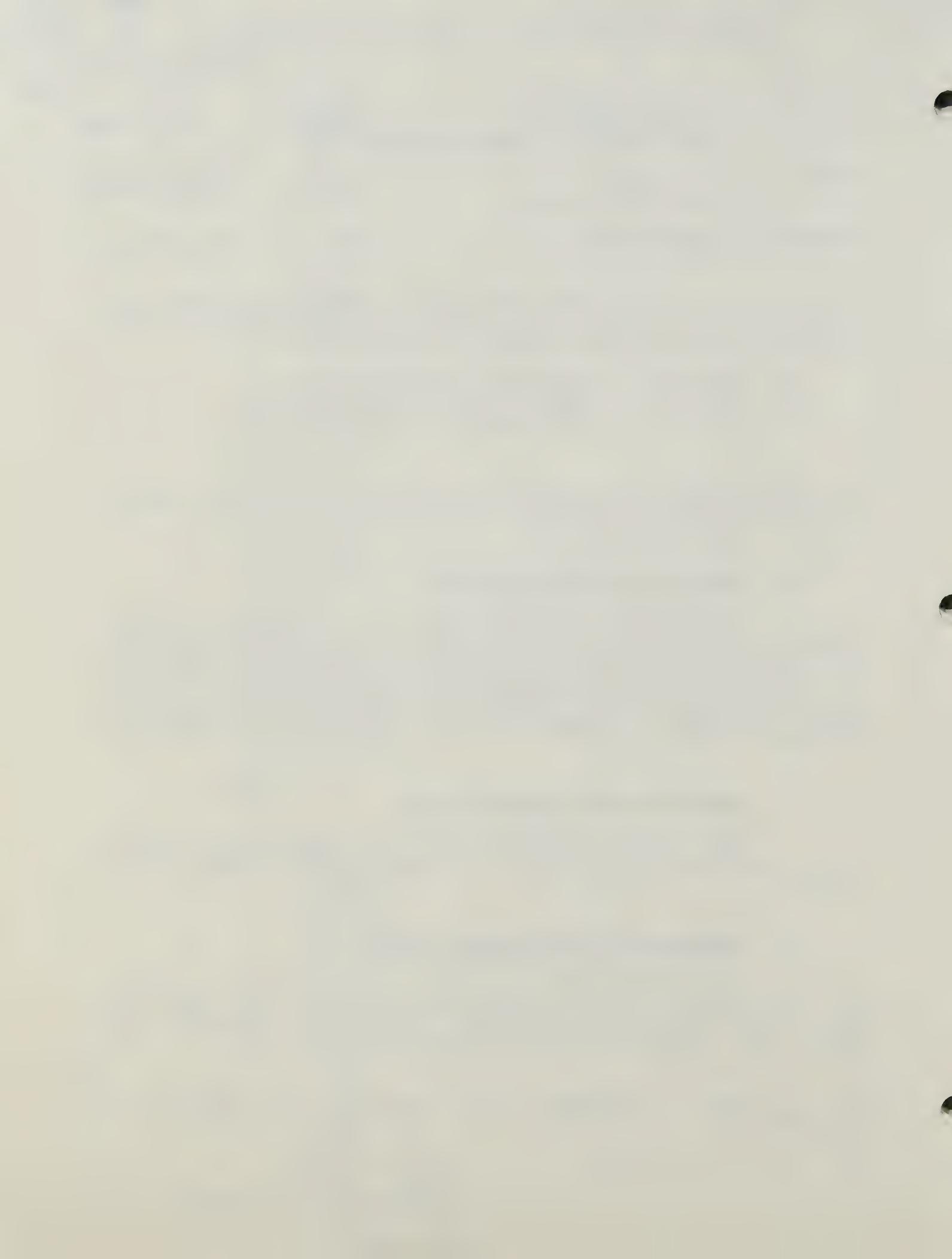
3) Disbursements re Hearings, etc.:

The total appropriation for Disbursements re Hearing was \$30,000.00. Total expenditures to date for 1987 are \$31,626.91 resulting in a current overdraft of \$1,626.91. We expect the overdraft to reach \$12,169.00 by year end.

Total additional funds required for approval of \$15,406.25.



P. M. Eker,
Acting City Solicitor.



4(a)

FOR INFORMATION

FROM Commissioner, Human Resources Centre

DATE November 5, 1987

TO Personnel Committee

Refer To File No. _____

Attention Of _____

Your File No. _____

SUBJECT:

Adopt-A-School Project - Partnership with Westmount Secondary School.

RECOMMENDATION:

That this report be received by the Committee for information.

BACKGROUND:

In July, 1987 Westmount Secondary School, through the Industry Education Council (IEC), approached the City and Region to request a joint partnership as part of the IEC's Innovative Partners in Education, Adopt-A-School Project

The purpose of the Adopt-A-School concept is to promote greater awareness and involvement between area high schools and the community.

The Supervisor of Training and Development met with representatives of Westmount Secondary School and the IEC to discuss the project in detail. A copy of her report to the Region outlining the purpose and advantages of the partnership is attached for the Committee's information.

The partnership request was reviewed by both City and Regional Chief Administrative Officers and both have agreed to the partnership with Westmount for an initial period of two years. Steps are now underway to form a coordinating committee with both City and Regional representation to liaise with Westmount Secondary School and negotiate the terms of the partnership.

Initials

attachment



Human Resources Centre

November 3, 1987

Pers. 20-87

Councillor A. Sloat, Chairman and Members
of the Finance and Personnel Committee

SUBJECT: Adopt-A-School Project - Partnership with Westmount Secondary School

ORIGIN

In July, 1987 Westmount Secondary School, through the Industry Education Council (IEC), approached the City and Region to request a joint partnership as part of the IEC's Innovative Partners in Education, Adopt-A-School Project.

ANALYSIS:

The purpose of the Adopt-A-School concept is to promote greater awareness and involvement between area high schools and the community.

The Supervisor of Training and Development met with representatives of Westmount Secondary School and the IEC to discuss the project in detail. A copy of her report to the Region outlining the purpose and advantages of the partnership is attached for the Committee's information.

The partnership request was reviewed by both City and Regional Chief Administrative Officers and both have agreed to the partnership with Westmount for an initial period of two years. Steps are now underway to form a coordinating committee with both City and Regional representation to liaise with Westmount Secondary School and negotiate the terms of the partnership.

RECOMMENDATION:

That this report be received.

Respectfully submitted,

for
Cheryl A. Lowe
Commissioner, Human Resources Centre

attach.



Human Resources Centre

MEMORANDUM

TO William L. Sears, P. Eng.
Chairman

Wm. McMillin Carson
Chief Administrative Officer

FROM: Raffaella Cowell
Supervisor of Training & Development

DATE: 1987 August 31

SUBJECT: Adopt-A-School Project
Industry-Education Council's (IEC) Innovative Partnerships
in Education.

On August 14th, 1987, John Gartner, Director of Regional Planning, and I met with Bob Philip, Executive Director of the Industry-Education Council, Fiona Dransutavicius, Coordinator of the Adopt-A-School Project, and Andrea Robertson, principal of Westmount Secondary School.

The purpose of the meeting was to discuss the concepts of the Adopt-A-School Project and the possibility of the Region entering into a partnership with Westmount Secondary School. Westmount is also requesting a partnership with the City of Hamilton.

The purpose of the Adopt-A-School Project is to:

- a) foster a better understanding of the school system
- b) strengthen and improve school programs
- c) allow for interaction between community organizations and schools, and
- d) increase students' understanding of the world of work.

At this point, the IEC and Westmount are seeking a "go-ahead" signal from the Region on the concept of partnering for a period of two years initially. This commitment, once given, would then entail the Region's designation of a coordinating group to liaise with the school to negotiate terms of the partnership that will suit the needs and resources of both the organization and the school.

Agreement by the Region to such a partnership entails the full commitment of the organization to provide the time and resources of its personnel so that any partnership activities will be beneficial to all concerned.

The attached documents provide information on the partnership model, the types of activities that could be undertaken in such an endeavour and the services that the school could provide to our organization.

John Gartner and I recommend that the Region enter into partnership with Westmount Secondary School. We see it as a beneficial liaison for both organizations for a number of reasons:

- 1) The Region has consistently demonstrated a commitment to strengthening the ties between the education and employment sectors of our community. We have been sponsors to numerous activities of the IEC including Career Awareness Workshops and we provide representation on the IEC Board and its various committees. As well, the Region provides resources to Mohawk College and McMaster University by way of student placements and speakers for student groups. Commitment to a partnership with Westmount would further strengthen our involvement in the educational community.
- 2) Partnership with Westmount Secondary School will be an innovative endeavour. Westmount's present school structure, which provides technical and academic programs, will change to a community school model by 1990 where students will be on individualized programs that promote more involvement with the community.
- 3) The Region's involvement with the Partners in Education/Adopt-A-School Project is in keeping with our Economic Strategy and will improve our profile as an innovator. (The Partners in Education Project receives "Innovations" funding from Employment & Immigration Canada)
- 4) The Partners in Education Project is part of a tri-city development model (along with Kingston and North York) that will be independently evaluated, documented and shared with other communities thereby further enhancing the Region's profile.
- 5) The cost to the Region of such a partnership is primarily in the form of time and personnel. Direct dollar costs are expected to be minimal depending on the activities undertaken. The above items can be negotiated as the partnership develops.

- 6) A number of important companies in our community have already entered into partnerships with area secondary school: Dofasco
Stelco
Proctor & Gamble
St. Joseph's Hospital
E.D. Smith & Sons
Westinghouse
- 7) The Region will have a hand in shaping and educating possible future employees.

Should you wish to have John Gartner and I explain the partnership concept to management team prior to your approval, we would welcome the opportunity. A representative from the IEC and Westmount Secondary School could also be available for such a meeting. Please advise.

c.c. Cheryl A. Lowe, Commissioner, Human Resources Centre
Doreen Jones, Manager, Personnel Services
John Gartner, Director, Regional Planning
Lou Sage, Chief Administrative Officer
attach.

/iz



INDUSTRY-EDUCATION COUNCIL/HAMILTON-WENTWORTH
P.O. Box 745, Station "A", Hamilton, Ontario L8N 3M8 (416) 529-4483

P A R T N E R S I N E D U C A T I O N P R O J E C T

TEN STEPS TO PARTNERSHIP DEVELOPMENT

1. Letter of introduction is sent to an Industry-Education Council contact within the organization. The letter is sent to the Chief Executive/Administrative Officer if there is no known contact. This serves as an introduction of the Council, the Adopt-a-School Project Coordinator and the partnership concept to a potential community partner.
2. Follow-up phone call is made approximately two weeks to a month after letter of introduction is sent. This provides time for the contact to assess the feasibility of the program or delegate the exploratory process to someone else within the organization. It could become a NO GO at this point or the contact person may agree to a meeting.
3. During this step, IEC representatives would explain the partnership concept in more detail to the community partner. At this point in the process one of three possible outcomes will occur: NO GO, MAY CONSIDER AT A FUTURE DATE or PROCEED. When we approach potential community partners, they may be interested in the concept but, at present, the timing is not right for their organization to get involved. They may ask us to contact them again in future months (ask for a specific date). If our contact is willing to proceed, STEP 4 occurs.
4. Our contacts then present and promote the Adopt-a-School concept within their respective organization. They may schedule a meeting with top management and ask IEC representatives to present the concept to the group, or they may decide to do this themselves. We have no way of providing time lines for this step. It is important to understand that Adopt-a-School is not a top priority with community organizations. Patience is the key as we wait for the Chief Executive Officer's approval! (C.E.O. approval is a key factor in a successful partnership).

It is usually at this stage that our contact wants to know how much time is involved with the program. IEC representatives stress that the amount of time devoted to partnership activities is determined by the community and school partners.

5. If C.E.O. approves, a further meeting takes place with designated community coordinators (number of coordinators designated varies with each organization). An organization profile is completed by designated community partner coordinators (see Appendix). As partnership activities grow, coordinating responsibilities can be decentralized. At this point a school is designated and IEC representatives hold a meeting with identified school representatives. A school profile is completed by designated school representatives (see Appendix).

NOTE: Organization/School Profiles are tools used by Community/School representatives in identifying areas of interest and prioritizing activities based on needs and resources. Profiles also provide a focus for discussion in subsequent planning meetings.

The main role of the IEC is to act as a catalyst and facilitate the growth of the Adopt-a-School program in the Region. A school is designated based on the following criteria:

1. Proximity of the school to the community organization.
2. Resources of the organization compared to the needs of the school.
3. Existing relationships between key individuals in the school and community organization.
4. Expressed preferences and interests of the partners.
5. Size of community organization and number of students enrolled at the school.
6. The next step is to bring community/school partnership coordinators together (like the community partner, the schools designate their coordinators). The designated School Board Liaison should attend this meeting.

The role of the Board Liaison is as follows:

1. Keep Directors of Education informed about the program.
2. Act as a general contact for their school system.
3. Provide IEC representatives with ideas, concerns and feedback.
4. Help IEC staff to identify schools interested in forming partnerships.

During this step, school and community partners discuss their respective needs and resources. Strategies for involvement are discussed. The designated School Board liaison should attend this meeting. (School Board Liaisons are members of the Partnership Advisory Council).

7. The next two steps are instrumental in opening up the lines of communication & between key school and community partnership personnel. Once again, the
8. designated Board Liaison may choose to attend these meetings to learn firsthand of partnership developments.

Strategies for the official "kick-off" ceremony can be discussed at these meetings. School and Community partner tours are often planned or part of these meetings. It is an effective way for school/community representatives to see facilities and then identify partnership activities based on existing needs and resources.

9. Official "kick-off" ceremony takes place. School and community partners decide on type of ceremony and school takes responsibility for planning. (Community partner may choose to take part in the planning stage as well, i.e. they may have a Public Relations Director). The IEC provides input for ceremony format, prepares a news release and distributes this out to media contacts two weeks prior to the event (this can be done in conjunction with Public Relations Director). Media coverage creates visibility in the community for the goals of the Adopt-a-School program. This helps IEC representatives in promoting additional community partnerships.
10. Initial activities are planned and implemented. (One or two successful activities lead to greater confidence and commitment). Developing a plan of action is an effective way for school/community partners to establish a written set of program goals and objectives which are mutually beneficial.

PARTNERSHIP UPDATE

No. 2 May, 1987

INTEREST IN PARTNERSHIP PROGRAM IN HAMILTON-WENTWORTH GROWS!

Since our first newsletter was published, there has been significant growth and support for the Innovative Partnerships in Education Program in the Hamilton-Wentworth Region. Four new community partners have agreed to form partnerships with specific area high schools. Several others have offered to become involved once appropriate school partners have been identified. It is possible for two or three smaller community organizations to jointly partner with several area high schools and lend their respective expertise to the appropriate departments in the schools.

To date three Partnership Advisory Council meetings have been held. The Council's main function is to oversee the general operation of the program and help foster greater community

involvement. The Council is made up of representatives from the IEC, three Regional Boards of Education and coordinators from school and business/community partnerships. The designated School Board representatives on the Council are Lee Swan (Hamilton Board of Education), Jim Daly/Howard Barrey (Hamilton-Wentworth Catholic School Board) and Ron Mauro (Wentworth County Board of Education). The Board representatives help IEC staff to identify high schools in the Hamilton-Wentworth Region who would be interested in forming partnerships.

The Industry - Education Council encourages your business, industry or community organization to consider becoming involved in this exciting new development for the ultimate benefit of our community's youth. For more information contact "Partners in Education" Project Coordinator Fiona Dransutavicius at (416) 529-4483.



ORCHARD PARK SECONDARY SCHOOL STAFF VISIT DOFASCO - February 10, 1987

INDUSTRY-EDUCATION COUNCIL (HAMILTON-WENTWORTH)

Mailing Address: P.O. Box 745, Station 'A', Hamilton, Ont. L8N 3M8
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An "Innovations"
Project Sponsored by
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UPDATE ON PARTNERSHIP ACTIVITIES DOFASCO - ORCHARD PARK

Since the partnership announcement in January of this year, a number of events have taken place:

January 1987—Three staff members, Blair Constantin, Roy Gunnell and Sam Woods, were selected by Bob Elliott, Principal of Orchard Park, to act as a liaison team for the program.

February 1987—A meeting was held by the Staff Liaison Committee and a survey was prepared to go to all staff indicating their preferences in developing activities (see survey form on this page. This survey could be adapted to meet any school's needs).

March 1987—The results of the survey were published, which indicated that a number of staff were interested in both student and staff tours, classroom speakers and speakers for Professional Development sessions, work experience for both staff and students, cooperative education placements and staff exchanges.

April 1987—The Staff Liaison Committee held a meeting in early April to convey these ideas to Ross Wilby, Bob Primeau and Marina Hayes, the liaison team from Dofasco.

This meeting brought forward a number of points and results:

1. Lines of communication between Dofasco and Orchard Park were established for various activities.
2. Format for tours, speakers and work experience programs were discussed.
3. Procedures for developing co-op placements were agreed upon.

4. The areas in which Orchard Park might be of service and benefit to Dofasco were discussed, e.g., retraining courses using teaching staff, use of gymnasium facilities, courses for Dofasco employees, counselling services, etc.

May 1987—A number of activities are now taking place:

1. Two specialized class tours of the laboratory areas.
2. Dofasco groups using the school gymnasium.
3. A plant tour for department heads and administrative staff.
4. Two students on a work experience program for one week in the business area.

DOFASCO - ORCHARD PARK		
	Adopt-a-School	Update
TO: STAFF		
FROM: ORCHARD PARK ADOPT-A-SCHOOL TEAM		
Mr. Elliott, Blair Constantin, Sam Woods, and Roy Gunnell have been selected by Dofasco as the staff liaison for the adopt-a-school program. We hope to develop a series of meaningful activities and exchanges between Orchard Park and our partner, Dofasco, so that this will not be a relationship in name only. Keep an eye out for regular updates and let us know what we can do to help you in your subjects to develop activities that are interesting and valid learning experiences for the students and staff of Orchard Park.		
Below is a survey to enable us to determine what staff wish to see from the Orchard Park-Dofasco relationship. Please indicate your preference to the programs which are of interest to you and your subject area.		
ACTIVITY	SUBJECT AREA	YES NO
(1) Tours for Students		
(2) Tours for Staff (which dept. do you wish to see?)		
(3) Do you wish speakers to come to your class? (From which dept. of Dof.)		
(4) Do you wish speakers for a P.D. Day session? Overall from Dof. OR specific dept.		
(5) Do you wish to have your students in work experience programs		
(6) Do you wish to spend a few days or longer at Dof. in a particular dept. for personal work experience?		
(7) Do you wish D.P. & Dof. staff exchange		
(8) Other suggestions:		

PARTNERS IN EDUCATION
Submitted by Orchard Park's Liaison Team

UPDATE ON PARTNERSHIP ACTIVITIES CONTINUED

"Slow But Sure"

Ideally, a partnership should foster a better understanding of the school system, strengthen and improve school programs, allow for interaction between community organizations and schools and increase students' understanding of the world of work. Granted, these things do not happen overnight. Delta's partnership with Procter and Gamble has had its ups and downs over the past two years. In spite of a temporary set back due to changes in personnel, our partnership has survived. If both sides remain enthusiastic and communicate regularly, our partnership will thrive.

Delta staff were surveyed and interest was shown in speakers addressing students on job related topics and for student and staff tours of the various departments at P & G. Our co-op program has been appreciably enhanced by P & G's willingness to provide a number of student placements.

Over the last two years, employees at P & G have made use of Delta's gym facilities and a student conducted an aerobics program for P & G employees. Procter & Gamble generously financed a Spectator ad for our Spaceday '87 program and also offered to sponsor one of our gifted students in the very prestigious Shad Valley summer program (Canada Centre for Creative Technology).

"Slow but sure", describes the momentum of our relationship with our partner. Hopefully the meaning and significance of our partnership will be enhanced as our relationship grows.

By R. Halmos, Coordinator, Delta S.S.

KEYS TO PARTNERSHIP SUCCESS!

1. DEVELOP objectives.
2. DEVELOP an evaluation plan.
3. DEVELOP commitment starting at the top.
4. DEVELOP activities slowly.
5. DEVELOP a recognition plan for your volunteers.

TRY THESE PARTNERSHIP IDEAS!

Employees could explain and demonstrate to students the importance of communications and numeracy skills in the world of work.

Students could apply textbook knowledge of accounting procedures to accounting functions as used by their partnered organization.

Teachers could provide students with the opportunity to meet working professionals. This kind of interaction enhances classroom learning!

Many Partnership Ideas can be adapted to meet your particular school's needs.

In the Next Issue...

Four Partnerships will occur this fall:

- * St. Joseph's Hospital--St. Jean de Brebeuf Secondary School
- * Stelco (Hilton Works)--Sir Winston Churchill Secondary School
- * E.D. Smith and Sons Ltd.--Winona Secondary School
- * Westinghouse Canada Inc.--Hill Park Secondary School

Official kick-off ceremonies will be highlighted in the November edition of Partnership Update.

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